

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Evaluator Specialist II	Range:	38
Date Revised:		Date Approved:	March 14,2023

**PRIMARY PURPOSE**

This position is responsible for coordinating the work of records evaluation personnel and performing complex technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer, certification, audit articulation data enrollment in compliance with local, state, and federal standards. Incumbents must possess a thorough knowledge of all phases of admissions and records.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Track curriculum changes at the local and state level and ensure that student degree audits satisfy state standards and local degree requirements.
2.	Enter, update, and maintain transfer articulation data within the District's Student Information System (SIS), evaluate transfer courses for compliance with local and state requirements and general education standards.
3.	Troubleshoot degree audit coding including testing to detect and resolve inaccuracies with student degree audit data. Provide technical assistance to students, faculty and staff on the interpretation of District policies and procedures, and federal and state regulations related to admissions, transfers, graduation, etc.
4.	Coordinate and organize activities within an assigned service area in an Admissions and Records Office to assure efficiency of operations; research and investigate problems and identify appropriate solutions
5.	Assist in training designated graduation staff on the input of transfer work into the student database.
6.	Interpret course descriptions; assist departments in evaluating courses for degrees, certificate, and transfer programs.
7.	Evaluate academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates, coordinate printing of certificates and awards. Interpret college requirements; explain basis for evaluation made and provide information to students and faculty on evaluations and college requirements.
8.	Review non-traditional education materials for possible granting of college credits and maintains current knowledge of high school graduation requirements in California and elsewhere.
9.	Review, analyze and prepare student petitions, including academic exceptions and academic renewals; participate in meetings regarding student petitions and provide resource information.
10.	Compute statistical data for graduation and verify completion of final semester courses and calculate and track cumulative GPA; determine eligibility for graduation.
11.	Assist and advise counselors regarding student records and make appropriate recommendations and corrections; compile and verify information for State and Federal reports

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12.	Provide information and assist other admissions and records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assist in registration as assigned.
13.	Process attendance accounting and collection and recording of student grades, degrees and vocational certificates; process student program changes.
14.	Train and provide work direction and guidance to others as directed.
15.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
16.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
17.	Perform related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Evaluator Specialist II maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty, and the public.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Associate degree or equivalent

Minimum three (3) years of increasingly responsible administrative experience in a college or university admissions and records office, preferably in the evaluation/graduation areas.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of local, state, and national college requirements  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and timelines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally, and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

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