

ADMISSIONS AND RECORDS EVALUATOR

GENERAL DESCRIPTION OF CLASS

Under the direction of an assigned administrator or manager, performs complex, technical, and analytical responsibilities involving the evaluation of student records, adhering to specialized academic rules and regulations to determine eligibility for degree programs, certificates, California State University (CSU) or University of California (UC) general education certifications, course prerequisite clearances, and credit for prior learning. The incumbent performs specialized transcript evaluation for course-to-course articulation; responds to difficult questions and requests for information from students, staff, and the public; performs other duties related to the verification of Associate Degrees for Transfer (ADT), record retention, database testing and maintenance, and reporting functions.

DISTINGUISHING CHARACTERISTICS: Incumbents in this classification work independently to coordinate the evaluation of transcripts for course articulation, analyze graduation applications for eligibility and award Associate Degrees, Associate Degrees for Transfer, and certificates.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Receives, reviews, and analyzes incoming academic transcripts to verify applicable accreditation and level, and records in the Student Information System (SIS) for communication and tracking purposes. *
2. Receives, reviews, and analyzes incoming Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP) exam scores, programming applicable course equivalency into the student record to award credit for prior learning through examination. Coordinates with the Transfer Counseling Coordinator, Articulation Officer, and the Office of Instruction to annually review and update the AP/IB/CLEP policies which are published in the catalog and on the Butte College website.*
3. Evaluates transcripts to determine course equivalency, prerequisite clearances, general education or elective credit for degree or certificate programs, and transferability; analyzes transcripts to establish unit value, unit conversion, repetition of courses, and grading system of courses taken to ensure compliance with Title 5 regulations regarding course repetition and program sequences. *
4. Performs extensive research using online curriculum resources, college catalogues and websites, Transfer Model Curriculum outlines, correspondence with other colleges, and other appropriate reference materials to determine transferability and articulation of coursework; establishes and maintains course equivalency database to ensure accurate evaluation with modifications due to curricular and legislative changes. *
5. Programs course transfer equivalencies for institutions into the Student Information System (SIS) transfer course database; posts non-courses for prerequisites and course

- equivalencies into student academic records; provides explanations of complex rules and regulations to students, counselors and other staff members regarding prerequisite requirements and clearances, and equivalency determinations; advises students of available options, including but not limited to prerequisite challenges, grade replacement, academic renewal, and the course substitution/waiver process through an academic department. *
6. Serves as the main point of contact for students, faculty, and staff regarding prerequisite policies and procedures, prerequisite clearances, non-course equivalencies, credit for prior learning (AP, IB, CLEP), exempt class lists each semester, disenrollment process, and special permissions. *
 7. Provides presentations, pre-enrollment activities, and support for International Students, College Connection, Reg2GO, and other student groups. *
 8. Acts as a liaison to the Office of Instruction and Scheduling to update prerequisite requirements, track curriculum changes impacting prerequisites, build new non-courses, and develop and publish a list of enforced prerequisites and exempt courses. *
 9. Creates and maintains a process for students to challenge a prerequisite in compliance with Title 5, identifies individual faculty members serving as the point of contact for specific departments for students to work with regarding the challenge; programs approved challenges into the SIS to allow course registration. *
 10. Coordinates with the Director of Admissions & Records to run the disenrollment process at the end of each term; communicates with students regarding their disenrollment status, while proactively working with Counseling and other departments to assist students to find replacement courses. *
 11. Retrieves and analyzes student self-report data to ensure students are appropriately and equitably placed in the appropriate Math and English courses, complying with AB-705, AB-805, and AB-1705. *
 12. Works with Information Systems (IS) to troubleshoot system issues and errors involving courses, transcripts, repeats, and degrees. *
 13. Prepares, generates, and maintains reports, files, and statistical data for a wide range of institutional inquiries, and for state required Management Information Systems (MIS) reporting. *
 14. Updates student lists throughout the graduation verification process to ensure accuracy and appropriately notifies students of commencement eligibility; reviews and makes technical recommendations to improve efficiencies and automate the process of awarding degrees. *
 15. Evaluates, verifies, and approves student graduation applications, external transcripts, and corresponding documentation to determine if general education and program requirements have been met. *
 16. Identifies, collects, and maintains appropriate source documents from internal and external departments to fulfill graduation requirements; advises counselors regarding transfer evaluations, course equivalencies, and graduation applications; provides recommendations for degree and/or certificate attainment; coordinates with counselors, students, and Department Faculty to resolve any discrepancies or missing requirements. *
 17. Maintains consistency and integrity to validate student completion of degree, certificate, and transfer requirements in compliance with established state and district policies, procedures, and regulatory guidelines; posts degrees and certificates in the SIS; verifies and posts honors eligibility and Phi Theta Kappa membership to student records; compiles list of graduates and places orders to print, and mail student diplomas after each term. *
 18. Receives inquiries and provides guidance to students and counselors to resolve denied degree and certificate applications. *

19. Utilizes the California State University (CSU) Associate Degree for Transfer (ADT) electronic verification website, E-Verify to validate students' eligibility to receive the reported associate degree for Transfer, impacting a student's admission status and units required upon transfer: coordinates with the Transfer Counseling Coordinator/Counselor to secure graduation applications for ADT eligible students and follows up with ineligible students. *
20. Initiates, creates, and manages the Communication Management functions within the SIS for the receipt and evaluation of student transcripts, disenrollment process, graduation applications, and awarding or denying of degrees. *
21. Research and awards general education or elective credit for prior military education, training, and service as prescribed by Senate Bill 1071. *
22. Independently reviews and evaluates credential evaluation reports for foreign coursework to grant appropriate prerequisite clearances and institutional credit. *
23. Interprets, communicates, and explains District policies and procedures, state rules and regulations, and transfer and academic policies regarding prerequisites, the challenge process, transfer evaluations, and degree and certificate requirements to students, counselors, staff, and the public. *
24. Reviews and verifies degree audit results in the online educational planner; provides guidance to students, counselors, faculty, and staff to increase degree and certificate attainment and improve student success. *
25. Coordinates and communicates with students, counselors, faculty, and department chairs to complete, receive, and code course waivers, substitutions, and academic council petitions into the online educational planner to fulfill degree or certificate requirements. *
26. Tests the online degree planner tool and programming of course-to-course equivalencies in the SIS for quality control and assurance purposes; identifies, reports, or corrects encoding errors in the online degree planner and SIS; partners with Information Systems (IS) and other departments to test and implement legislative, programmatic, and technical updates, modifications, and changes. *
27. Collaborates with the Articulation Officer, Office of Instruction, and Curriculum Committee to identify, track, and update revisions to academic programs and general education requirements for local and transfer degrees. *
28. Coordinates the overall evaluation of transcripts and test scores to establish prerequisite requirements and award credits when appropriate to accurately develop student educational plans for students and support staff. *
29. Prepares and provides transcript information to assist Counselors with student meetings involving academic advising. *
30. Provides training to Counselors, Faculty, staff, and other departments regarding prerequisites and the challenge process, the transfer evaluation process, articulation of courses, graduation applications, and the online degree planning tool. *
31. Routinely evaluates processes to develop measurable outcomes for traditionally underserved student groups identified by Institutional Research and Student Equity Plans. Track and analyze data to evaluate program success outcomes, identifying areas for improvement. *
32. Assesses, responds, and refers students in crises to appropriate resources according to District policies and procedures. *
33. Interacts with diverse populations and constituencies in a range of situations requiring independent judgement, empathy, and an equitable, student-centered framework. *
34. Participates in meetings, workshops, webinars, conferences, and email listserv groups to remain informed and current on updates to District and statewide policies and procedures, general education and Cal State University/University of CA (CSU/UC) transfer

requirements, curriculum, and articulation updates, state legislative bills such as AB-928 and AB-1111, Title 5, current and emerging technologies, and the ongoing work of Inclusion, Diversity, Equity, and Accountability (IDEA). *

35. Researches, articulates, and certifies California, out-of-state and private/independent college coursework in compliance with CSU general education baccalaureate requirements (GEBR) and the UC (IGETC and Transfer Admission Guarantee) requirements; verifies and enters certification results into the SIS and reports to transfer institution as requested. *
36. Works with third party vendors and consultants and participates in special projects.
37. May code, update and assist with the maintenance of academic programs in the online educational planning tool database.
38. May serve on a variety of District committees as directed.
39. May provide work direction to student workers and/or short-term, temporary employees.
40. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree*; **AND**
- Three (3) years of increasingly responsible experience closely related to the evaluation of transcripts and other academic records.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's degree education equivalency is a 1 to 1 equivalency; one year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Experience working with students from under-represented groups.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District; community college courses, curriculum, graduation, and certification requirements.
- Community college credit evaluation policies and procedures.
- State colleges, universities, and general education requirements.
- Applicable sections of California State Education Code related to the area of assignment.
- Federal, state, and local laws, rules, and regulations governing community college enrollment, graduation, and certification.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.

- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Modern office practices and procedures including technical report writing techniques.
- Effective communication skills both verbally and in writing.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Methods and techniques of record keeping, filing, and file sharing systems.
- Modern accounting practices, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedure.
- Perform moderately complex and technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer, and certification.
- Interpret and explain rules, regulations, procedures, policies, and catalogs regarding student registration, transcript evaluation, graduation, degree, and transfer requirements.
- Perform difficult and technical records evaluation duties.
- Analyze situations accurately and adopt an effective course of action.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Communicate clearly, concisely, and effectively both verbally and in writing.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Generate and prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Understand and carry out verbal and written instructions and direction.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Maintain records accurately and completely.
- Compose correspondence and reports.
- Work with diverse populations.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Independently apply good judgement in making decisions.
- Establish and maintain cooperative and effective working relationships with those encountered in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.