

EVALUATIONS ANALYST COORDINATOR
ADMISSIONS AND RECORDS
(Classified Bargaining Unit Position)
(Projected Range 35)

DEFINITION

Under supervision of Director of Admissions and Records the incumbent performs and oversees complex technical duties involving the evaluation of student records to determine eligibility for certificates, AA/AS degrees, certification of CSU General Education Breadth Requirements, Intersegmental General Education Transfer Curriculum (IGETC) requirements and course articulation; and performs technical work involved in student special program admissions eligibility, record retention and reporting, and advanced standing evaluation.

Additionally, the incumbent in this position serves as the lead for the degree audit system. This includes analyzing and interpreting changes to the catalog relative to the degree audit system, formatting and inputting degrees and certificates; producing student reports; and providing training for the users of the degree audit system on program functionality and the entry of coursework into the system.

DISTINGUISHING CHARACTERISTICS

The Evaluations Analyst Coordinator is an advanced level position in the Admissions and Records series that is responsible for coordinating Evaluations Analyst duties with the added responsibilities of trouble shooting, policy research, Curriculum Committee membership, curriculum currency for evaluation purposes, the accurate and analytical review of student records on various levels and serving as the primary contact person for degree audit system. Inherent in the position is a steep learning curve, accountability, detrimental consequences for error, and the ability to think critically and work independently.

Incumbents in this position support student learning outcomes and institutional effectiveness by assuring accuracy and efficiency in the determination of academic goal completion.

ESSENTIAL FUNCTIONS

- Provide training, guidance, and assistance to other evaluators, counselors, and other constituent groups as it relates to degree audit education planning, transfer certification and academic program evaluation;
- Coordinate activities of the Admissions and Records Office in the absence of the Admissions and Records Coordinator;
- Assist in the planning, prioritizing, and organizing of the evaluations and degree audit functions;
- Conduct quality control audits of diplomas/certificates to ensure accuracy and coordinate with other offices and/or vendors to ensure timely delivery to students;
- Serve as the primary resource in the resolution of difficult and problematic evaluations and degree audit syntax programming;
- Direct the implementation and maintenance of the course equivalency database for use by evaluators and counselors;
- Provide leadership in the research analysis, development, implementation, and evaluation of technological advancements related to degree audit and education planning systems;
- Serve as liaison to the Office of Academic Affairs, district Computing Services, Counseling,

and Articulation; assists in the implementation, maintenance, and troubleshooting of various systems and applications as they relate to degree audit and online student education planning;

- Analyze approved curriculum for accuracy within college catalogs, degree audit, prerequisites, and academic programs; troubleshoots problems to find solutions; coordinates with appropriate departments to implement solutions;
- Analyze changes in state and federal legislation, regulations, college articulation agreements, policies and rules related to the California State University and Intersegmental General Education Transfer curriculum; disseminates information related to new rules and procedures and conducts various workshops as needed to update appropriate college staff of those changes;
- Coordinate with the Articulation Officer on issues pertaining to C-ID, Assist, articulation, transfer preparation majors; disseminates changes to appropriate constituents;
- Serve as the primary contact person for verification of Associate Degree for Transfer (ADT); prepare necessary ADT reports for the CSU system; coordinates the evaluations of ADT students to finalize their CSU application process;
- Compile and verify information; prepare, maintain and review a variety of records and reports; assures compliance with Federal State, and District laws, regulations and policies;
- Coordinate activities with and provides training to other departments and staff; assists other staff in the functionality of degree audit and education planning;
- Provide information and technical assistance to students, staff, counselors, faculty, administrators, and public on the interpretation of district policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification;
- Analyze and evaluate student academic records and other documentation for admission eligibility to the Registered Nursing, Licensed Vocational Nursing, Advanced Placement from LVN to RN and Paramedic programs, including tracking student's progress through completion of program, serve on various nursing program committees, report completion of requirements to the California Board of Registered Nursing;
- Attend and participate in professional development and other training programs and sessions; maintains familiarity with all aspects and procedures related to articulation, degree audit, education planning, student success and engagement, curriculum development, CSU and UC conferences, and any other relevant training programs to better enhance student success;
- Compose correspondence and maintain files and records related to the operations of the evaluations office; posts graduation and certificate completions on transcripts; prints diplomas and certificates;
- Enter student information into computer system to create graduate records; maintains student information system with completed evaluations;
- Assist students in the completion of various forms and documents providing information regarding courses offered; may advise students of graduation requirements;
- Assist with the preparation of graduates for the annual commencement ceremony;
- Serve as non-voting member of the Curriculum Committee; attend monthly meetings; review, interpret and proof curriculum changes, working closely with Committee chair, curriculum specialist and articulation officer;
- Generate and process reports, and proof evaluation files and database entry in preparation for in-house diploma and certificate production; print, proof and prepare diplomas and certificates for mailing; maintain inventory of diploma and certificate supplies;
- Create, update and maintain various forms, reference materials and documents;
- Review catalog copy, class schedule and website information for accuracy and submit

necessary revisions by established deadlines;

- Serve as backup for veterans certification, athletic eligibility, commencement, allied health programs and degree audit duties; and
- Performs related duties as required.

Degree Audit

Oversee and assume primary responsibility for the management, transfer articulation, accuracy, and maintenance of data in Degree Audit System, the college's analytics tool for academic advisement and degree audit.

- Transcribe degree, major, minor, program and concentration data into degree audit system using scribe tools and coding languages;
- Review and analyze major, minor, and program requirements to ensure that degree audit system is kept up-to-date with the latest and most accurate information;
- Communicate with curriculum and Academic Affairs to ensure all changes are incorporated into the degree audit system regarding new courses and programs ensuring that all updates have been incorporated into degree audit system;
- Manage and coordinate data clean-up in degree audit system to ensure accurate record keeping;
- Maintain the online transfer credit equivalency system through use of Banner Student Information System and/or the Degree Audit system including coordination with the Academic Affairs and Curriculum offices;
- Analyze system processes and procedures and make recommendations to the Director to increase efficiency;
- Develop reports using degree audit system data to assist with early alerts, track progress towards degree, and course demand;
- Diagnose and correct any problems existing with degree audit system, and perform corrective actions;
- Assist with evaluation of student records to determine that graduation requirements have been met;
- Assist counselors in authorizing exceptions, substitutions, waivers, special academic programs modifications and counselor notations;
- Respond to user needs relating to information flow and inquiries on degree audit system entries and activity from the students and community;
- Analyze and troubleshoot system problems concerning degree audits, student records and transcripts; reviews current processes, evaluates and implements changes for improvement;
- Provide assistance and serves as a liaison to other key departments for degree audit evaluations for all degree programs;
- Work collaboratively with all academic departments, counseling, computer services, and other areas and individuals as necessary to ensure that the automated degree audit system operates efficiently and effectively;
- Develop and disseminate instructional guides and develops and conducts training sessions for advisors, students, and others as appropriate. Acts as first line of contact for support questions from staff members;
- Maintain records (e.g. logs, notes, minutes, correspondence, memoranda, catalog, and reports) to ensure the accurate, efficient, and effective operation of the automated degree audit system;
- Coordinate with the Computer Services and Director to a resolution when upgrades, patches, fixes are enhancements are needed;
- Work closely with Director, Financial Aid, Athletics and Student Records in maintaining

- federal financial aid compliance rules and CAO rules using the degree audit system;
- Collaborate with counseling, academic departments and Academic Affairs offices to assist in the management, preparation and administration of degree audit reporting;
- Oversee updates and maintenance to the Banner transfer articulation tables;
- Collaborate with counselors and transfer center to update tables as articulation agreements are negotiated and modified; and
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Education:

Required

- Bachelor's degree

Experience:

Required

- Two years increasingly responsible experience in a higher education student services environment;

Preferred

- Admissions and Records experience.
- Bilingual Spanish (oral and writing).

Knowledge of:

- College transcripts evaluation;
- Principles of recordkeeping;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Coordinate activities of the Admissions and Records Office in the absence of the Admissions and Records Coordinator.
- Utilize various software and web-based programs such as Banner Student Databases, Argos reporting tool, Word-based website management program, Microsoft Office applications (Word, Outlook, Excel, Publisher, Access), Constant Contact, document imaging systems (BDM), CurricUNET, VAONCE, and various modes of web research;
- Utilize key websites serving as repository for system policies and procedures, including but not limited to Transfer Counselor Website, CCC Chancellor's Office, UC Office of the President, IGETC Standards, Cal State and Cal State Executive Orders, Regional Accrediting Agencies, ASSIST, TES College Source, Ed Code and Title V;
- Work a flexible schedule;
- Think critically;
- Use independent judgment;
- Conduct research;
- Analyze, interpret and apply policy;
- Work harmoniously in high functioning environment;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and

- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

CCCUE Approval: 09/21/2015
Board of Trustees Approval: 10/07/2015