



Admissions and Records Evaluations Analyst

Class Code:
CL33

Bargaining Unit: Cuesta College Classified
United Employees

CUESTA COLLEGE (CA)
Established Date: Nov 1, 2016
Revision Date: Nov 29, 2016

SALARY RANGE

\$21.03 - \$25.56 Hourly
\$3,645.00 - \$4,430.00 Monthly
\$43,740.00 - \$53,160.00 Annually

JOB DESCRIPTION SUMMARY:

DEFINITION

This position specializes in evaluation functions under the general supervision of the Director of Admissions and Records. This specialization includes determining graduation eligibility, posting degrees and certificates for credit and non-credit programs in accordance with all relevant policies including CSU, UC and Title V. The Evaluator develops and maintains an updated cross reference system of courses from colleges, universities, and community colleges. The Evaluator processes information determining the exact status of transferred classes and provides accurate accounting of transferred classes to the student records system.

DISTINGUISHING CHARACTERISTICS

The Admissions and Records Evaluations Analyst is a para-professional position in the Admissions and Records series, dealing with policy research, curriculum and the accurate and analytical review of student records on various levels. Inherent in the position is a high 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 ensuring a student's academic history is complete for students to

accurately plan and reach their academic goals.

ESSENTIAL FUNCTIONS & QUALIFICATIONS:

ESSENTIAL FUNCTIONS

- Evaluates all incoming college, community college, and university transcripts coursework;
- Evaluates accreditation of other higher education institutions from which credits were earned and determine level, content, unit value, and grading system;
- Post and evaluate additional transfer work taken at other institutions (including tests such as College Level Examination Program (CLEP) and Advanced Placement and update academic record and degree audit system appropriately;
- Comprehend the policies related to curriculum, previous catalog years, and code the student's academic record appropriately;
- Achieves all degree review audit and posting deadlines as set by the Director, providing services to students;
- Evaluates and assess all documentation (applications, certifications, transcripts, test scores, waivers, etc.) for degree/certificate candidates for credit and non-credit programs according to CSU, UC, and Cuesta guidelines.
- Certify completion of degrees/certificates for credit and non-credit programs, California State University General Education (CSU GE), and Intersegmental General Education Transfer Curriculum General Education (IGETC GE) requirements for students who filed for graduation;
- Post degrees/certificates for graduating credit and non-credit programs students in an accurate and timely manner;
- Fully utilize new technologies including document imaging and degree audit programs to assure completion of tasks;
- Serve as backup for veteran's certification, athletic eligibility, commencement, eligibility for special programs, non-credit programs and degree audit duties; and
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS Education:

Required

- Associate's Degree

Preferred

- Bachelor's degree

Experience:

Required

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

Preferred

- Admissions and Records or Evaluations experience;
- Bilingual in Spanish (oral and written).

Or any equivalent combination of education and experience. Knowledge of:

- College transcripts and how to read and evaluate them;
- Current technologies and associated office software;
- Principles of recordkeeping;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- 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 or must be continuously current):
Required

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

ADDITIONAL INFORMATION:

Required Documents: Candidates will be required to submit a cover letter, resume, two current letters of recommendation, and unofficial transcripts when applying for this position.

Completed applications and supporting documents must be submitted **by the closing date for this position**. LATE, INCOMPLETE, FAXED, MAILED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

San Luis Obispo County Community College District ("Cuesta College") is an equal opportunity employer committed to nondiscrimination on the basis of race, ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, marital status, medical condition, pregnancy (including pregnancy,

childbirth, and medical conditions related to pregnancy or childbirth), age, disability (physical and mental), genetic information, military and veteran status, or any other characteristic protected by applicable federal and state law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Reasonable accommodations will be provided for applicants with disabilities who self-disclose. Cuesta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

In compliance with California law, all prospective staff and students are entitled to read the Annual Security Report, published each October by the Cuesta College Department of Public Safety. This report contains information about our emergency and crime reporting procedures, as well as crime statistics for the past 3 years. You may request a copy of this report at one of our two Public Safety Offices: on SLO campus at Building 6600A or on North County Campus at building N1035, during campus business hours. You may also access the complete text of this report at the following website address:

http://www.cuesta.edu/student/findingway/public_safety/clery_act.html

INTERVIEW PROCESS INFORMATION:

Selected applicants will be required to attend an interview and possible teaching demonstration/ presentation on.