

TEMPORARY Evaluator
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237332>

Downloaded On: Jun. 30, 2024 8:53am

Posted Jun. 11, 2024, set to expire Jul. 22, 2024

Job Title	TEMPORARY Evaluator
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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TEMPORARY Evaluator

Salary: \$26.30 - \$32.34 Hourly

Location: Clovis Community College, CA

Job Type: Temporary

Division: CCC Student Services

Job Number: 202400016-T

Closing:

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General Purpose

Under general supervision, performs complex technical duties evaluating and analyzing student academic records to determine eligibility for degrees or certificates; prepares certifications for general education transfer requirements; provides technical information and assistance; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides day-to-day lead work guidance and direction to other staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Evaluates student academic records to determine student advanced standing following established procedures, in consultation with the Articulation Officer; verifies completion of educational requirements for associate degrees, certificates, California State University General Education (GE) breadth requirement certification and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluates, researches and interprets transcripts, course descriptions and other documents to determine course equivalencies and course substitutions; evaluates transcripts and other documents for courses and units completed and course level, content and unit value; determines number of units accepted by reviewing catalogs, grading systems and/or by contacting other institutions via telephone, written communication and by utilizing other appropriate reference materials; converts quarter units to semester units where applicable.
- Provides technical assistance and information to students, counselors, faculty and staff regarding the interpretation of District policies, procedures and federal/state regulations related to graduation and CSU/UC general education certification; explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed; assists students in completing various forms and documents.
- Provides information and technical assistance to other colleges, universities and institutions outside of the District regarding course transfers, course equivalencies, course content and other evaluation-related requirements.
- Audits and reviews military records, advanced placement test scores, College-Level Examination Program (CLEP) test scores, units and grades to determine number of units awarded and for

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other purposes including veteran benefits, active duty evaluations and financial aid student academic progress requirements; determines athletic eligibility based on established rules and regulations.

- Conducts degree audits to ensure students meet all requirements and prepares IGETC and GE certifications; researches and corrects degree audit discrepancies based on established guidelines; assists with grade intake at semester end.
- Reviews final grades and verifies completion of final semester courses.
- Prepares correspondence to students on graduation and degree requirements, evaluation status, additional required documentation, and other evaluation-related issues; processes applications for graduation and assists with determination of eligibility for graduation based on approved curriculum.
- Maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track petitions, files, activities and services.
- Maintains all student supporting documentation to meet retention and audit requirements; maintains and ensures the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established district policies and procedures.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Provides backup for other departments or division office administrative support staff.
- Reviews course waiver/substitution petition forms and non-traditional education materials for granting college credits.
- Assists at graduation ceremonies by preparing graduation lists, diplomas/certificates and reader cards and processes reservations.
- Interacts with other departments and with state and federal programs on behalf of the department, program or a student.
- Performs related duties as assigned.

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Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods, techniques and sources of information used in analyzing and evaluating student records and transcripts.
- Practices, techniques and terminology involved in academic structures, transfer of credit and curriculum interpretation in post-secondary educational institutions.
- District policies and procedures regarding curricula and instructional programs offered by District colleges and associated degrees and certificates.
- District graduation requirements and general education transfer requirements.
- Customer service practices and telephone etiquette.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- Policies, procedures, goals and objectives of a college admissions and records department.
- Research methods and procedures applicable to academic records.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and safe work practices applicable to the assignment.
- Basic principles and practices of employee work guidance and direction.
- Use and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Assign and review the work of assigned staff.
- Evaluate student academic records in compliance with the California Education Code, Title 5, board policy, administrative regulations and college catalogs.
- Provide customer service in person and over the phone, sometimes to confrontational individuals.
- Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.

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- Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Organize and maintain physical and electronic files.
- Make mathematical calculations.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Represent the District effectively to students, counselors, faculty and other colleges.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree and at least two years of progressively responsible experience in academic records, counseling, advising or matriculation services in a higher education institution; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion,

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4385600/temporary-evaluator>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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