

EVALUATIONS SPECIALIST, SENIOR
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238568>

Downloaded On: Apr. 3, 2025 7:32am

Posted Jul. 5, 2024, set to expire May 23, 2025

Job Title	EVALUATIONS SPECIALIST, SENIOR
Department	Staff
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Jul. 5, 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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EVALUATIONS SPECIALIST, SENIOR

San Jose/Evergreen Community College District

Close/First Review Date:07/14/2024

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

The Senior Evaluations Specialist reports to the Director of Admissions and Records at San Jose City

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College. The work schedule is 12 months per year; 40 hours per week; Monday - Thursday; 9:00 a.m. - 6:00 p.m. and Friday; 8:00 a.m. - 5:00 p.m.

The Senior Evaluations Specialist position is grant funded and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of an assigned administrator, the Sr. Evaluations Specialist performs a full range of duties in the Evaluation function including evaluating transcripts, auditing and evaluating independently prior college education credit, course equivalency, high school credit and other measures utilized to determine completion of units to be granted to incoming students. The position also evaluates graduation candidates academics to assure District and State general education requirements have been met. This position provides support and guidance to the day-to-day operations, problem-solving and decision-making process in regards of the College evaluation activities.

KEY DUTIES AND RESPONSIBILITIES:

1. Evaluate transcripts from other colleges, high schools or other institutions; determine number of equivalent units accepted from other colleges, converting units where applicable and determining which classes meet graduation requirements.
2. Evaluate student records for graduation and make final determination of degree awards; input graduation information from student degree application into student information system; resolve discrepancies regarding major codes and degree availability status; approve degrees according to established procedures.
3. Advise and assist counselors and students concerning graduation requirements, foreign student documents and transcripts, course and unit evaluations; evaluate, review, approve or deny graduation petitions, certificates of achievement and academic renewal.
4. Evaluate and grant credit for special programs.
5. Respond to requests for course descriptions from other institutions in a timely manner.
6. Assist with correcting student academic records and recalculating grade points and semester units; enter academic notations; post credits and grades.

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7. Complete State-mandated reports on graduation statistics, survey requests and questionnaires.
8. Reconcile grade and positive attendance edits with missing grades and hours; compile and monitor late lists of grades and census.
9. Provide specialized information and assistance to students, staff, counselors, administrators and others regarding course equivalencies, school policies and procedures, credits from prior learning, military credit, test scores and graduation requirements; resolve problems as necessary.
10. Plan and implement cap and gown, honor cord and announcement sales and distribution; prepare letters to candidates and distribute to candidates; assist in planning and coordinating graduation ceremonies; order diplomas.
11. Assist in certification of enrollment for students obtaining financial aid, insurance, employment and deferment of loan payments.
12. Assist in processing of official transcript requests; receive requests, file, prepare transcripts and test scores.

In addition to performing work of Evaluation Specialist I, the position will be responsible for the following duties:

13. Utilize the Degree Audit System to increase the overall accuracy of evaluations and decrease the time required to complete the graduation petition process for students.
14. Work closely with the articulation personnel in carrying out transfer agreements and completing the ADT transfer certification process (eVerify) with accredited colleges and universities.
15. Assist articulation personnel with the review and accuracy of the student degree audit output report to ensure programmatic compliance.
16. Review student records and calculate grade point averages; calculate awarded degree and certificate data and statistical information as requested.
17. Serve as technical content (evaluations) resource to Admissions and Records staff and other departments on campus.
18. Prepare reports pertaining to degree completion and transfer rates (ADT) for review by graduation

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committee, special programs, and administrators.

19. Assist the supervisor in streamlining the graduate petition process and procedures to ensure compliance with Title V rules and regulations.

20. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. College policies, procedures, graduation requirements and general education certification.
2. International and domestic transcripts for graduation and/or GE certification.
3. College codes and California Articulation numbers assigned by the State Chancellors Office.
4. Title V of the California Code of Regulations.
5. Proper techniques involved in evaluating transcripts.
6. Record-keeping techniques and research methods.
7. Oral and written communication skills.
8. CSU, UC and other community college system schools.
9. Interpersonal skills using tact, patience and courtesy.
10. Principles and practices of supervision and training.
11. Technical aspects of field of specialty.

Skills and Ability to:

1. Analyze a variety of written material and data, including course descriptions, college catalogs, test scores and State education codes.

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2. Add, subtract, multiply and divide quickly and accurately.
3. Understand and follow oral and written directions.
4. Communicate effectively both orally and in writing.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.
6. Complete work with many interruptions.
7. Maintain records and prepare reports.
8. Establish and maintain cooperative and effective working relationships with others.
9. Train and provide work direction to others.
10. Work independently with little supervision; prioritize work and meet schedules.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. An Associate degree from an accredited institution.
2. Three years of experience in student services, college admissions, academic counseling, or other environments dealing with college degree programs.

Desired Qualifications:

1. Bilingual abilities, desirable.

Districts Diversity Requirements

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- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$77,073- \$93,958 Annual Salary (Range 92: Classified Salary Schedule Fiscal Year 2024-2025).

Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.



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The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Staff

San Jose/Evergreen Community College District

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