

**Graduation Specialist**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=247834>

Downloaded On: Oct. 31, 2024 4:16pm

Posted Oct. 29, 2024, set to expire Nov. 20, 2024

<b>Job Title</b>	Graduation Specialist
<b>Department</b>	SAC Enrollment and Support Services Division
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Oct. 29, 2024
<b>Application Deadline</b>	11/20/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5758785">https://apptrkr.com/5758785</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Graduation Specialist**

**Rancho Santiago Community College District**

**Salary Range:** Grade 15: \$75,588.23 - \$96,480.94

**Job Type:** Full Time

**Job Number:** CL24-01042

Graduation Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247834>

Downloaded On: Oct. 31, 2024 4:16pm

Posted Oct. 29, 2024, set to expire Nov. 20, 2024

**Location:** Santa Ana, CA

**Division:** SAC Enrollment and Support Services Division

**Closing:** 11/20/2024 5:00 PM Pacific

### **Job Description**

#### **CLASS SUMMARY**

Under direction - Evaluates incoming transcripts for degree, certification, and certificate completion requirements; performs institutional credit and area evaluation for CSU and UC lower/upper division general education coursework; records and assesses AP, CLEP, IB scores, Military credit and Credit by Exam; prepares and presents all reports related to graduation data, including MIS; applies and advises on all appropriate Title 5 graduation requirements; and performs related degree audit and student records' duties as required.

#### **REPRESENTATIVE DUTIES**

Evaluates and reviews incoming academic transcripts of coursework completed at Santa Ana College, Santiago Canyon College or other colleges/universities to determine completion of degree or certificate requirements; research courses from other institutions to determine equivalencies toward graduation or transfer requirements; advises personnel from other institutions on Santa Ana College/Santiago Canyon College course content and transferability; notifies student of eligibility or ineligibility for degree or certificate; creates statistical reports and analysis of degrees and certificates conferred; computes division honors for each graduation period and assists in the compilation of the commencement program; prepare and participate in annual catalog revisions; ensures the functionality of the degree audit system; answers general questions from students and counselors by telephone, email, and personal contact regarding graduation requirements; assists counselors, as requested, in analyzing student records; interprets admissions/records office policies and applies them in a variety of procedural situations; evaluates student records to determine completion of prerequisites for application to different program; Create/s orders diplomas and certificates utilizing customized software or from a third party vendor; performs admissions and registration duties as assigned.

#### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** College policies and procedures related to degree completion and transfer to four year

## Graduation Specialist Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247834>

Downloaded On: Oct. 31, 2024 4:16pm

Posted Oct. 29, 2024, set to expire Nov. 20, 2024

colleges/universities; articulation agreements; transfer equivalencies for degree completion; cumulative Grade Point Average calculation; modern student information systems (i.e. Datatel, Banner, PeopleSoft, etc); Microsoft office applications, such as excel, word, publisher, student databases, Powerpoint; Title 5 and Education Code as it pertains to awarding of degrees and certificates.

**Ability to:** Analyze, interpret, apply and explain legal mandates, codes, rules, policies, procedures, regulations, and guidelines; Establish and maintain comprehensive and accurate graduation files and records; Evaluate college transcripts with a high degree of critical thinking; Prepare and explain concise and complete reports on graduation data; Perform mathematical calculations with accuracy; Possess a high level of organization; Present to administrators, counselors, parents and students; Research and adapt to changing regulations and procedural requirements; Communicate effectively with the college community and students orally and in writing; Build and maintain cooperative working relationships with administrators, faculty, staff and students.

### **Job Qualifications**

#### **MINIMUM QUALIFICATIONS**

##### **Training and Experience**

Any combination of education or training equivalent to a Bachelor's degree and four years experience with college transfer coursework, admissions and records or counseling. Experience in college level transcript evaluation is preferred.

##### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

##### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group

## Graduation Specialist Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247834>

Downloaded On: Oct. 31, 2024 4:16pm

Posted Oct. 29, 2024, set to expire Nov. 20, 2024

identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

**Application Screening** Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

Graduation Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247834>

Downloaded On: Oct. 31, 2024 4:16pm

Posted Oct. 29, 2024, set to expire Nov. 20, 2024

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

**Application Procedures**To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

**Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

**Conditions of Employment**The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4705294/graduation-specialist>



Graduation Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247834>

Downloaded On: Oct. 31, 2024 4:16pm

Posted Oct. 29, 2024, set to expire Nov. 20, 2024

**Contact Information**

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

**Contact**

SAC Enrollment and Support Services Division  
Rancho Santiago Community College District

,