

FT Records Evaluator (18 Months
Temporary/Categorically Funded) (2 Positions)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248663>

Downloaded On: Nov. 21, 2024 11:07am

Posted Nov. 12, 2024, set to expire Dec. 6, 2024

Job Title	FT Records Evaluator (18 Months Temporary/Categorically Funded) (2 Positions)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Nov. 12, 2024
Application Deadline	12/06/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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FT Records Evaluator (18 Months Temporary/Categorically Funded) (2 Positions)

Salary: \$5,597.49 Monthly

Job Type: Full Time

Job Number: Records Evaluator-2024

Closing: 12/6/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: Records Evaluator-2024

Division: Enrollment Services

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on December 6, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

Department Profile

The Enrollment Services division consists of Admissions & Records, Financial Aid, and School Relations programs and services that meet the needs of a diverse student population. The division offers high touch services and is primarily responsible for providing outreach in the community, applications for admission and financial aid, placement, enrolling students, disbursing financial aid, collecting payments, processing grades, evaluating records for graduation, certificates and transfer, and providing official transcripts.

Under the general supervision of the Assistant Director of Admissions & Records, the Records Evaluator evaluates student academic records to determine eligibility for graduation; verifies completion of educational requirements for California State University General Education and Inter-segmental General Education Transfer Curriculum certifications; assists with Common Course Numbering set-up, supports with the transition to CalGETC, interprets transcripts, catalog, and other documents for course equivalencies and course substitutions.

Distinguishing Career Features

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In addition to evaluations of transcripts and matriculation records, the Records Evaluator requires the ability to perform in any admissions and records functions including, but not limited to, admissions, registration, residency, academic progress, and student status.

Summary Performs

Performs specialized transcript evaluations providing counselors, academic advisors, and students with accurate and current information regarding the use of courses taken at other higher education institutions. Prepares, completes and forwards to the school of transfer a certification of articulated lower division courses for general education including transfer courses taken at other colleges. Performs student graduation checks and evaluates transcripts for acceptability for various College degrees and certificate requirements.

Job Duties

Essential Duties and Responsibilities

- Reviews and assesses official transcripts from other educational institutions and verifies acceptable accreditation. Researches and reviews reference manuals and state guidelines for course comparability. Reviews high school transcripts and standardized test results.
- Provides counselors, academic advisors, and students with accurate and current information regarding the use and transferability of courses taken at other colleges and universities.
- Posts transferable courses to student's academic record.
- Evaluates and completes graduation petitions for Associate of Arts degree, Associate of Science degree, general education, and certificate petitions. Prepares and mail completed major curriculum and GE guides and degree audits to students.
- Calculates student cumulative data and grade point average, converting data to semester system if prior educational institution operated on a quarter system.
- Performs quality control to educational advising by analyzing potential discrepancies or inconsistencies identified while evaluating degree petitions.
- Explains degree requirements, repeatability policies, etc. Notifies students of evaluation results, advising them of appropriate options to satisfy outstanding requirements, explaining pertinent laws, regulations, policies and procedures, and other degrees and certificates for which they are eligible.
- Interprets College policies, and federal and state codes, providing determinations as to whether exceptions are viable and advising on appropriate processes to request feasible exceptions.
- Conducts reevaluation of degree and certificate petitions at conclusion of each semester, posting degrees and certificates to affected students' academic records in accordance with established

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policies and procedures.

- Determines student eligibility for general education certification to the university systems. May determine student athletic eligibility.
- Processes non-traditional credit requests that include advanced placement, and course challenges. Evaluates waivers and substitutions.
- Verifies that all core courses and general education courses are completed and that official transcripts are sent to the State Boards for programs culminating in licenses and certificates, such as but not limited to medical and cosmetology fields.
- Determines equivalency of courses taken at other colleges and institutions; check for course repetitions and courses taken out of sequence; verify level, content, unit value and grading system from catalogs or through correspondence with other institutions.
- Maintains file of academic rulings and policy decisions affecting transcript evaluations and graduation.
- Processes official transcript requests.
- Assists supervisor in developing and implementing new job related systems as needed (e.g., degree audit system).
- Answers personal inquiries and telephone calls from students, staff and the public, and provides technical information and guidance as needed.
- Develops and maintains student records and files.
- Assists other Admissions and Records staff with student enrollment and registration as needed to balance variations in work flow.
- Assists with other student records activities as needed which may include but are not limited to distributing, collecting and reviewing grade rosters, and assisting with graduation duties.
- Reviews and maintains student management system tables for course and program prerequisite alerts.
- Maintains currency in knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

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Minimum Qualifications

Education and Experience

The position requires an Associates Degree and three years of experience in an admissions/student enrollment function. Direct and progressively responsible experience in admissions/enrollment may substitute for some post-secondary education on a two-to-one year basis.

Preferred Qualifications

- Associate's Degree and three years of experience evaluating student records and transcripts.
- Experience implementing, maintaining, or supporting a degree audit system.

Supplemental Information

Knowledge and Skills

The position requires in-depth knowledge of College policies, procedures, graduation requirements, general education, certification, and course contents. Requires a thorough knowledge of the procedures and methods involved in the evaluation of student records and transcripts. Requires a working knowledge of the content, layout, and codes used by Colleges in catalogs, course descriptions and course numbering systems. Requires in-depth knowledge of and skill at using computer-aided student information systems. Requires a working knowledge of applicable College policies and procedures, student record keeping and records accountability requirements, California community college curriculum and course evaluation standards, and State and Federal education codes. Requires sufficient language skills to prepare professional correspondence. Requires sufficient human relations skills to work productively with staff and students, resolve problems, and explain technical and procedural concepts. Requires sufficient math skills to compute sums, portions, statistics, and ratios.

Abilities

Requires the ability to evaluate student records to determine graduation eligibility and certification of general education requirements. Requires the ability to explain and interpret rules, regulations and policies related to the evaluation of student records. Requires the ability to conduct research and interpret, analyze, and evaluate student academic transcripts and course work. Requires the ability to maintain positive working relationships with a diverse population of students, staff and external

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contacts. Requires the ability to maintain confidentiality of private and/or sensitive information. Requires the ability to operate standard office equipment and utilize general and specialized software packages/applications for word processing, spreadsheets, and database maintenance. Requires the ability to maintain cooperative and productive relationships with others.

Physical Abilities

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability and manual dexterity to sit upright, often for long periods of time, to utilize microcomputer and accomplish other desktop work, and to move to various campus locations. Requires near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from files.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where some safety considerations are minimal.

Salary/Fringe Benefits

Grade 34 on District Classified Salary Schedule (\$5,597.49 / month)

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.) Participation in the Public Employee's Retirement System that is also integrated with Social Security

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment:

This is a temporary full-time 18 month temporary categorically funded position..

Hours of employment are: Monday thru Friday 10:00 AM to 6:30 PM.

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Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4716816/ft-records-evaluator-18-months-temporary-categorically-funded-2-positions>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff

Cerritos College

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