

Lead Admissions and Records Evaluator
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257549>

Downloaded On: Jul. 30, 2025 9:32am

Posted May 30, 2025, set to expire Jan. 28, 2026

Job Title Lead Admissions and Records Evaluator
Department SC - Admissions and Records
Institution South Orange County Community College District
Mission Viejo, California

Date Posted May 30, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4957370/lead-admissions-and-records-evaluator>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific

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Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from assigned supervisory or management staff, performs complex lead technical duties in support of Admissions and Records program activities including evaluation of transcripts; encodes and maintains degree audit and transfer equivalency systems including related programs, tables, reports, and functions; performs other Admissions and Records Specialist and Admissions and Records Evaluator duties as assigned; prepares a variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

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DISTINGUISHING CHARACTERISTICS

This is the most advanced journey level position, responsible for coordinating the work of, and providing lead direction to, Admissions and Records Evaluators. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating transcripts, encoding, and maintaining information in the degree audit and transfer equivalency systems. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and are required to maintain up to date knowledge of degree audit systems and best practices.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Perform a full range of Admissions and Records Evaluator duties and responsibilities as required in support of office operations and activities.

Serve as lead worker for Admissions and Records Evaluators and the evaluations functions; provide training, guidance, and assistance to other evaluators, counselors, and other constituent groups as it relates to degree audit education planning, transfer certification and academic program evaluation.

Assist in the directing, planning, prioritizing, and organizing of the evaluations and degree audit functions.

Serves as the lead operational resource in the resolution of difficult and problematic evaluations and degree audit syntax programming.

Audit work performed by Admission & Record Evaluators in relation to transfer certification, evaluation, and program award accuracy when appropriate.

Provide leadership in the research analysis, development, implementation, and evaluation of technological advancements related to degree audit and education planning systems.

Analyze approved curriculum for accuracy within college catalogs, degree audit, prerequisites,

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and academic programs; troubleshoot problems to find solutions; coordinate with appropriate departments to implement solutions.

Analyze changes in state and federal legislation, regulations, college articulation agreements, policies and rules related to the California State University and Intersegment General Education Transfer curriculum; disseminate information related to new rules and procedures and conducts various workshops as needed to update appropriate college staff of those changes.

Coordinate with the Articulation Officer on issues pertaining to C-ID, Assist, articulation, transfer preparation majors; disseminate changes to appropriate constituents.

Function as the lead contact person for verification of Associate degree for Transfer (ADT); prepare necessary ADT reports for the CSU system; coordinate the evaluations of ADT students to finalize their CSU application process.

Compile and verify information; prepare, maintain, and review a variety of records and reports; assure compliance with Federal State, and District laws, regulations and policies.

Coordinate activities with and provide training to other departments and staff; assist other staff in the functionality of degree audit.

Attend and participate in professional development and other training programs and sessions; maintain familiarity with all aspects and procedures related to articulation, degree audit, education planning, student success and engagement, curriculum development, CSU and UC conferences, and any other relevant training programs to better enhance student success.

Compose correspondence and maintain files and records related to the operations of the evaluations office; post graduation and certificate completions on transcripts.

Enter student information into computer system to create graduate records; maintains student information system with completed evaluations.

Evaluate nursing applications for entrance into nursing program; ensure compliance with state board mandates, college curriculum, and documentation assessment; coordinate and maintain communications with the College Nursing Department and Board of Registered Nursing regarding updates and changes of policies; provide Nursing students with academic progress by tracking and initiating degree checks, collaborating with college department advisors regarding students in academic difficulty, and addressing issues/problems impacting them; document and

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retain all communication.

Work in collaboration with Registrar, Dean of Enrollment Services, the Office of Instruction, academic department Chairs, district Computing Services, Counseling, and Articulation; assist in the implementation, maintenance, and troubleshooting of various systems and applications as they relate to degree audit and student education planning.

Clarify and interpret agreements for appropriate administrators, staff, and students; apply articulation agreements to the evaluation process of general education certification and degree and certificate completion.

Act as liaison to other departments and staff regarding degree audit and transfer equivalency systems; conduct workshops for users; develop and provide training and documentation to users on proper and efficient degree audit and transfer equivalency systems operations; assist users in resolving online/web data output.

Maintain appropriate documentation and records; identify, collect, and assemble source documents from appropriate college offices or units; enter information into appropriate database.

Test degree audit and transfer equivalency encoding for quality control purposes; test control of input and output documents; identify and correct encoding errors in degree audit and transfer equivalency configurations; determine degree audit and transfer equivalency data communication problem sources and resolve them effectively; perform complex degree audit analysis, process mapping, training and documentation for the degree audit program; identify, code, test, troubleshoot and maintain the Degree Audit program; review results with faculty and staff.

Compute statistical data; initiate queries and generate reports, lists, and documents; run batch audits as needed.

Prepare procedural manuals; update procedural manual with changes made to programs and new office requirements; provide recommendations for changes in operations and procedures.

Attend and participate in pertinent college meetings and committees.

Maintain awareness of new trends and developments in the field; attend product user conferences and workshops; incorporate new developments as appropriate.

Assist in interviewing and providing direction to staff and student assistants; train staff and

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student assistants.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of curriculum development and the transfer articulation process.

Operations, services, and activities of an Admissions and Records program area.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the state education code.

District policies and requirements regarding admissions and records, transcript evaluation, transfer of credit units, appeal resolution, and general evaluation and transfer requirements.

Requirements for CSU and IGETC CSU/UC certification requirements.

Computerized data collection, management, manipulation, analysis, and reporting.

Techniques of testing and troubleshooting a data system.

Articulation of course work.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles and techniques used in providing customer service to a diverse population.

Basic mathematical concepts.

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Principles of leading and training staff.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the assigned Admissions and Records functional area as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Independently perform the most difficult specialized office support, clerical, and technical duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.

Lead, organize, and review the work of assigned staff; lead and coordinate the functions of evaluations and degree audit education planning.

Understand the transfer articulation process and student academic data in relation to degree audit and transfer equivalency systems.

Analyze system processes and procedures and make recommendations to increase efficiencies.

Write reports and effectively communicate with technical and functional users.

Independently encode, test, and troubleshoot programs in degree audit and transfer equivalency systems.

Effectively write user guides and present content to system users.

Understand and use system tools and encoding languages.

Adapt to changing technologies and learn functionality of new equipment and systems.

Research and evaluate information.

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Analyze data and draw sound conclusions.

Analyze problems and identify alternative solutions.

Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.

Develop recommendations for problematic areas and implement and monitor changes.

Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.

Resolve conflicts and deal effectively with difficult people.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

EDUCATION AND EXPERIENCE GUIDELINES

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Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of two years of College level course work in business administration, computer information, or other related field; a Bachelor's degree is desirable.

Experience:

Five (5) years of experience in Admissions and Records evaluation or articulation, degree auditing/graduation clearances, academic advising, or curriculum management, including three (3) years of experience as an Admissions and Records Evaluator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Working Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to ensure health and comfort.

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

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Supplemental Information

Range 131 of the CSEA Salary Schedule

Work schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: **Resume & Cover Letter**

Applications missing the required documents will not be considered.

Hours Per Week: 40

Months: 12

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are 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.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

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Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

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Contact

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