

Transcript Evaluator (part-time)
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262733>

Downloaded On: Sep. 19, 2025 8:13pm

Posted Sep. 19, 2025, set to expire Nov. 15, 2025

Job Title Transcript Evaluator (part-time)
Department Admissions and Records
Institution Citrus Community College
Glendora, California

Date Posted Sep. 19, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6578587>

Apply By Email

Job Description

Transcript Evaluator (part-time)

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Recruitment Start Date 09/17/2025

Recruitment End Date 10/24/2025

Open Until Filled

First Consideration Date

Salary Range 36

Pay Rate \$5,372.71 - \$7,199.96 per month / \$31.00 - \$41.54 an hour

FLSA Status Non-Exempt

Benefits

The District provides prorated vacation, sick leave, and holidays.

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General Description/Summary

POSITION SUMMARY

Performs specialized transcript evaluations in providing counselors, academic advisors, and students with accurate and current information regarding the use of courses taken at other higher education institutions. Prepares, complete and forward 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 degree and certificate requirements.

Minimum Qualifications/Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of student admission/enrollment experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of student admission/enrollment experience.

Preferred Qualifications

- One (1) year of experience in an admissions/student enrollment function at a community college.
- Experience using Banner or similar ERP systems.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Licenses and Certificates

Essential Duties and Responsibilities

- Reviews and assesses official transcripts from other educational institutions and verify 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 graduation petitions for Associate of Arts degree, Associate of Science degree, general

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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 policies and procedures.
- Determines student eligibility for general education certification to the California State university (CSU) system. 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.
- Determine 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.
- Maintain file of academic rulings and policy decisions affecting transcript evaluations and graduation.
- Processes official transcript requests.
- Assists supervisor (through lead transcript evaluator) 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 workflow.
- 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.
- Performs other duties as assigned that support the overall objective of the position.

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Knowledge, Skills and Abilities

Knowledge and Skills

- Requires in-depth knowledge of District 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 District policies and procedures, student recordkeeping 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 skill 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 perform the essential duties of the position related to the evaluation of 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 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.

Physical Abilities

- 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.

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- 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.

Working Condition

- Work is performed indoors where some safety considerations are minimal.

Department Admissions and Records

Job Category Classified

Assignment Part-Time

Percentage of Time 49%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day M-Th 12:00 pm - 4:00 pm & F 12:00 pm - 3:30 pm

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and

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confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice.

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The candidate will be informed of the topic when an interview appointment is scheduled.

- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1408>

Contact Information

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

Contact

Admissions and Records
Citrus Community College

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