

Credentials Evaluator 3 Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=264190>

Downloaded On: Oct. 22, 2025 3:20am

Posted Oct. 21, 2025, set to expire Oct. 27, 2025

Job Title Credentials Evaluator 3
Department SFCC Admissions/Registration
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Oct. 21, 2025

Application Deadline 10/27/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Credentials Evaluator 3

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Admissions/Registration

Salary Range: \$3,752 - \$5,011

Starting salary for this position is: \$3,752 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 10/27/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Credentials Evaluator 3

JOB SUMMARY

Under general direction of the Associate Registrar in the Admissions & Registration Department, the Credentials Evaluator 3 is responsible for reviewing, processing, evaluating and approving a wide variety of credentials to determine student course transfer credit, course equivalency, class standing, graduation eligibility and degree transfers. This position holds delegated authority to approve or deny graduation based upon evaluations of academic credentials, and to initiate notice of the appropriate action.

This position works closely with staff, faculty advisors, and external partners to ensure accurate and timely graduation evaluations. A successful candidate will be detail-oriented, highly organized, and an effective communicator who can adapt to the evolving needs of SFCC's diverse student population. Key responsibilities include reviewing and evaluating degree applications, preparing reports, responding to student and advisor inquiries, and maintaining up-to-date process documentation and evaluation checklists.

DUTIES AND RESPONSIBILITIES

- Review, track, and evaluate graduation application by monitoring grades and course enrollment, approving degrees, updating student records, and providing students and advisors with timely

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updates on degree progress. May occasionally be asked to prepare reports or data on graduation applications and awarding.*

- Determine accreditation of transfer institutions; interpret wide variety of grading scales and academic calendars; respond to inquiries from the campus community regarding policies and procedures as they pertain to degree requirements, graduation, and degree audit.*
- Responsible for ctcLink Academic Advising Reports (degree audit system). Program, build, maintain and troubleshoot all technical areas of degree plan requirements. *
- Stay current with State Board best practices for graduation tracking and streamline internal processes to ensure efficient, accurate, and compliant implementation in daily operations. *
- Maintain college educational program coding records to incorporate updates and preserve information. *
- Serve as a voting member of the Curriculum and Graduation Review committee, providing expertise on degree requirements, graduation processes, and evaluation standards. *
- Perform evaluation of incoming official transcripts from other colleges and universities. Use the automated process for institutions included in the course equivalency database in the student management system (ctcLink). Hard copy, PDF, or transcripts not in the course equivalency database must be entered manually. *
- May assist and back-up other Credentials Evaluators with managing the quarterly "unused course process" at SFCC which is a complex task involving building a report using queries, evaluating each student's degree requirements, informing students who have enrolled in a course not included in their degree plan, and serving as the liaison to counseling and financial aid May also serve as back-up support for other credential evaluators. *
- Serve as a lead for commencement preparation including the following: send communications and important updates to participants in the spring commencement ceremony, assist with ordering of gowns, caps, diploma covers, and prepare the list of graduates for the program. *
- Assist students with registration at campus orientation events. *
- May direct the work of part-time and student work-study employees.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Tech Savvy

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- Manages Complexity
- Decision Quality
- Manages Ambiguity
- Nimble Learning
- Cultivates Innovation

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution, or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent computer skills and familiarity with software for general office use, including maintenance of electronic filing systems.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Comfortable working in a team-orientated environment.
- Attention to detail regarding high-stakes student records, reporting data, and data input.

DESIRED QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution.
- Two or more years of admissions, registration, or related office experience.
- Experience with admissions and registration requirements and procedures.
- Knowledge of Family Educational Rights and Privacy Act (FERPA.)
- Experience using a student management system (PeopleSoft) including an academic advising report/tool.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.

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- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- This position is overtime eligible.
- 6-month probationary period.
- May require local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

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To apply, please visit: <https://careers.ccs.spokane.edu/jobs/credentials-evaluator-3-spokane-washington-united-states-f1eb69ee-d6b9-409b-81d6-ffe83b1b2807>

Contact Information

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

Contact

SFCC Admissions/Registration
Community Colleges of Spokane

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