

Evaluation Specialist
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=232500>

Downloaded On: May. 9, 2024 3:03pm

Posted Mar. 7, 2024, set to expire May 31, 2024

Job Title Evaluation Specialist
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Mar. 7, 2024

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/5081600>

Apply By Email

Job Description

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Evaluation Specialist

HR EMPLOYMENT/CAREERS

Closing Date: 03/25/24*

***For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

Starting Salary: \$6,012.96 (per month) plus excellent benefits; **Salary Grade:**C1-49

Full Salary Range:

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\$6,012.96 - \$8,053.36 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Foothill College Mission Statement:

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Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

Job Summary:

The Evaluation Specialist will report to the Dean of Enrollment Services, but work day-to-day with the Graduation & Evaluations Coordinator and evaluations team. The specialist will assist students with transcript evaluation, prerequisite clearances, and awarding degrees and certificates. The specialist may also assist in special projects such as auto-awarding or updating website content or forms. This is an entry-level position that will come with training and professional development opportunities.

DEFINITION

Under general supervision, performs specialized evaluations and audits in providing counselors, academic advisors, and students with accurate and current articulation, transfer, matriculation, and retention information in accordance with District policies and procedures; prepares, completes, and forwards certification of articulated lower division courses; interacts frequently with students, staff, faculty, and the general public and explains District policies and procedures and/or directs questions and inquiries to the appropriate staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of the policies, procedures, and curriculum articulation processes.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Evaluates transfer coursework from and to domestic colleges and universities, military, and other

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educational institutions for course equivalency with College courses to clear major and general education (GE) requirements for degrees and certificates.

2. Prepares Intersegmental General Education Transfer Curriculum (IGETC) University of California (UC) or California State University (CSU) or CSU GE certification of articulated courses and forwards to transfer school in accordance with established standards, policies, and procedures.
3. Analyzes prerequisite forms and determines status (approved or denied) under the direction of the Instructional Department Chair.
4. Researches statewide databases, course descriptions, and syllabi to recommend course equivalencies and identify discrepancies; codes transcripts, clears prerequisites, and enters codes into appropriate databases; prepares recommendations and reports for staff and faculty.
5. Reviews and evaluates applications for degrees and certificates of achievement, including conducting degree audits to verify requirements are met; updates graduation application status in student database; provides list of students meeting graduation requirements; notifies and corresponds with students, staff, faculty, and management on status of graduation applications; prints diplomas, certificates of achievement, and replacements.
6. Articulates and posts transferable courses to students' academic record; notifies students and provides information regarding application of transferrable credits and degree audit and counseling resources; evaluates transcripts and Advanced Placement (AP) credits; calculates grade point average (GPA).
7. Builds and modifies degrees and certificate programs into the degree audit system by scribing and coding catalog and course information; monitors data for accuracy and compliance with federal and state regulations and District policies and procedures; establishes parameters and creates reports; participates in troubleshooting technical problems; makes recommendations on system improvements as related to the assigned functions; assists in preparing and maintaining documentation.
8. Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, guides, lists, forms, schedules, flyers, event materials, and statistical reports.
9. Assists with development, preparation, and presentation of information for on-campus and off-campus meetings; attends and facilitates a variety of events, meetings, workshops, and conferences; promotes District programs and services.
10. Acts as a liaison for counseling, faculty, and other District staff by providing accurate and current articulation, transfer, matriculation, and retention information in accordance with District policies and procedures.
11. Provides needed information, training, and demonstrations concerning how to perform certain work tasks to new employees.
12. Performs a variety of office support duties such as scheduling meetings with other staff; updating and maintaining websites; attending meetings and taking minutes; and ordering and maintaining

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office and other related supplies.

13. Learns and applies emerging technologies related to the area of assignment.
14. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Curriculum evaluation processes, guidelines, policies, and procedures used in admissions, articulation, transfer, matriculation, and retention processes for two and four-year colleges, as well as state community college regulations and requirements.
2. Reference materials and resources available to evaluate traditional and non-traditional coursework.
3. Proper techniques involved in evaluating transcripts and/or auditing degrees.
4. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
5. Record keeping and filing systems and methods.
6. Principles and practices of data collection and report preparation.
7. Basic arithmetic and statistics.
8. Business letter writing and the standard format for reports and correspondence.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Research and interpret information gathered from the statewide articulation database, course descriptions, student transcripts, degrees, and syllabi to recommend course equivalencies and identify discrepancies.

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3. Determine academic eligibility based on supporting documentation.
4. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
5. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
6. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
7. Learn programming languages such as HTML and SQL.
8. Maintain accurate databases, records, and files.
9. Maintain confidentiality and be discreet in handling and processing confidential information and data.
10. Compose correspondence and reports independently or from brief instructions.
11. Perform arithmetic and statistical computations accurately.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to an Associate's degree from an accredited college **AND** three (3) years of experience in a college admissions office, counseling office, or other environment dealing with college degree programs, students, or student records.

Licenses and Certifications:

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Depending on assignment, some positions require the possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information"

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to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>
. We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Association of Classified Employees (ACE) Union. The current union agreement can be found online at: <http://hr.fhda.edu/downloads/2018-2021%20ACE%20Agreement.pdf>.

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

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To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1564?c=fhda>

Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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