

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMISSIONS AND RECORDS EVALUATIONS ADVISOR

BASIC FUNCTION:

Under the direction of Admissions/Records Director, lead, train, coordinate, oversee and provide work direction to subordinate personnel in the areas of evaluations, veteran's, degree audits.

DISTINGUISHING CHARACTERISTICS:

Applies judgment and specialized knowledge in the evaluation of student records for the purpose of determining eligibility and status of entering students and of students who petition to graduate, receive certificates and transfer. The work is performed with relative independence and requires the ability to explain regulations and procedures to students.

REPRESENTATIVE DUTIES:

Answer questions and serve as technical resource to students, counselors and others in assigned area of student services.

Coordinate workflow; assure the timely completion of duties assigned to the unit

Prepare and process forms, applications and other documents according to established program requirements and College policies.

Evaluate transfer credits from college and universities' transcripts related to degrees, certificates, transfer requirements and veterans' eligibility by checking and verifying completion of requirements for A.A. Degree and Certificate Programs, IGETC, GE certification, veteran's benefits.

Evaluate foreign students' records from Evaluation Service with respect to number of units, course credit, and advanced placement which is entered on student permanent record.

Provide assistance to students, faculty, staff and general public by telephone or at the Admissions and Records counter.

Communicate with other District departments and personnel, educational institutions, and other outside organizations and agencies to exchange information and coordinate activities.

Maintain files and records relative to students, courses, and course content in various colleges and universities.

Issue and receive petitions for graduation, check students' records to determine eligibility for degrees, and prepares lists of graduates.

Order diplomas

Operate various office equipment including typewriter, calculator and personal computer and peripheral equipment.

Perform other related duties as assigned.

KNOWLEDGE OF:

Community college academic policies and requirements
College courses and classes needed to meet graduation and transfer requirements.
Community college degree audit process.
Record keeping procedures.
Personal Computer keyboarding functions
Community college Veterans Assistance Programs.
Modern office equipment and procedures.
English usage, spelling, grammar, and punctuation.
Basic math.
Methods of obtaining data on course content in other colleges.

ABILITY TO:

Interpret and apply written regulations.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Read and analyze course descriptions.
Compute grade point averages.
Keyboard at an acceptable rate of speed.
Write legibly and type and proofread accurately.
Understand and follow oral and written directions.
Use proper spelling, punctuation, and grammar.
Work confidentially with discretion.
Train and provide work direction to others.
Assign and review the work of others.
Establish and maintain cooperatively and effectively with students, faculty, staff, and the public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years college course work in social science or human services and three years of increasingly responsible experience in a student services or related field. Experience with evaluating student records and transcripts are preferred.

WORKING CONDITIONS:

ENVIRONMENT

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read and evaluate transcripts.
Dexterity of hands and fingers to calculate grade point averages and to operate a personal computer.

Classified Salary Range 32

Board Approved: November 16, 1998