LEAD ADMISSIONS AND RECORDS EVALUATION SPECIALIST

BASIC FUNCTION
Under the direction of Director, Admissions & Records, perform specialized duties regarding student academic records and assure student eligibility for a variety of programs and purposes; process, interpret, evaluate and certify student records/transcripts.

REPRESENTATIVE DUTIES
1. Review, evaluate and maintain academic records/transcripts for a variety of purposes including graduating eligibility, certification of general education (GE) requirements and eligibility for degree and certificate programs. 
2. Monitor, review and maintain file of articulation agreements with California State University (CSU), University of California (UC) and California community college system; clarify and interpret agreements for advisors and counselors; apply the articulation agreements to the advisement and evaluation process of general education certification and degree and certificate completion. 
3. Coordinate with Articulation Officer on issues of that effect evaluations such as current agreements and evaluations requirements. 
4. Evaluate incoming transcripts and records for admissions or transfer; determine course equivalencies; convert quarter to semester units; evaluate courses for inclusion on IGETC; update the database; use ASSIST for course evaluation; work with advisors to verify Associate degrees; check for complete courses and unit totals. 
5. Prepare and maintain graduation lists and files and records relating to graduation; maintain graduation statistics and order diplomas and certificates; prepare for graduation ceremonies. 
6. Certify course work completed to assure compliance with policies and regulations regarding course repetitions and sequence. 
7. Update database to assure compliance with changes relevant to student academic progress; update, maintain and facilitate changes in the Student Educational Plan (SEP) and Degree Audit computer programs. 
8. Assist staff, students and public in processes relating to student academic records; develop and provide training manuals for computerized programs regarding degree and certificate requirements. 
9. Answer questions from staff, faculty, counselors, students, administration and the public regarding policies, guidelines and regulations relating to student academic records; meet with students to review progress toward course of study and credit given from other institutions. 
10. Audit work performed by Admissions and Records Specialists and Admissions and Records Veterans Specialist in relation to GE Certifications and Certification Programs; monitor for compliance with District, state and local regulations, policies and procedures.
11. Coordinate the activities of the Admissions and Records department in the absence of the supervisor. 

12. Perform back-up duties and functions for Admissions and Records Specialist.

13. Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** State and college regulations, policies and procedures related to certificate and degree requirements; articulation agreements between CSU, UC and California community college systems and other colleges/universities; equivalencies between College of the Desert courses as well as College of the Desert and transfer institution courses; principles of program management; specialized functions, activities and operations of admissions, enrollment and registration; state, federal and District rules and regulations related to student residency requirements, general education certification and certificate programs; including applicable Education Code requirements; modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and applicable software including word processing, spreadsheets and email and data entry techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; financial record-keeping procedures, methods, practices and terminology.

**Ability to:** Perform clerical and public contact work in support of the Admissions and Records function; work independently with little direction; operate a computer and assigned software including database management, word processing, spreadsheets and email; communicate effectively both orally and in writing; maintain records and prepare reports; understand and follow oral and written instructions; learn, interpret and communicate policies, guidelines, regulations and laws to staff, students and public and exchange information; prioritize and schedule work; post and make arithmetic computations and data rapidly and accurately; operate a ten-key calculator; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; sit or stand for extended periods of time; bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: An Bachelor's degree in Liberal Arts or a related field and four (4) years of increasingly responsible office/business experience involving computer database systems including at least two (2) years experience working with admissions and records.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

October 2005
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Range 14