

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **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. *E*
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. *E*
3. Coordinate with Articulation Officer on issues of that effect evaluations such as current agreements and evaluations requirements. *E*
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. *E*
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. *E*
6. Certify course work completed to assure compliance with policies and regulations regarding course repetitions and sequence. *E*
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. *E*
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. *E*
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. *E*
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. *E*

11. Coordinate the activities of the Admissions and Records department in the absence of the supervisor. *E*
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

Revised 1/18

Range 14