Position: Admissions and Records Evaluation Technician  
Position Number:  
Department/Site: Student Services  
FLSA: Non-Exempt – (Classified CSEA)  
Reports to: Director, dean, or other administrator in assigned area  
Salary Range: 24

DESCRIPTION:

Under the limited supervision of the Dean of Student Affairs, Enrollment Services or other administrator in assigned area, the Admissions and Records Evaluation Technician performs a variety of technical and complex analytical duties involved in the admissions, registration, records maintenance, and other major functions of the Admissions and Records Office, including prerequisite clearances and challenges, transcript evaluation, and course-to-course evaluation.

DISTINGUISHING CHARACTERISTICS:

The Admissions and Records Evaluation Technician is the second-level classification among this admissions and records series. All positions in this class require the ability to use an automated system to input and retrieve data with accuracy. Incumbents have a high frequency of responsible contact with students, staff, and the public requiring tact and excellent communication skills. The incumbents in this classification work independently to coordinate the day-to-day operations of the office and perform a variety of admissions and records tasks, distinguished from the first level of the series by the increased level of independence in decision-making and initiative expected, the expert knowledge of programs and policies expected, as well as the complexity of problem-solving needed. The incumbent usually performs specialized admissions and records duties, especially including those involving transcript evaluation.

REPRESENTATIVE DUTIES:

- Review transcripts and interpret course descriptions for courses and units completed; verify level, content, unit value and grading system from catalogues, telephone and written communication, and other appropriate reference materials
- Prepare and maintain student files; send transcripts to the Counseling Department
- Receive and analyze transcripts from other institutions and review coursework for equivalencies using the appropriate software systems and online tools
- Perform prerequisite checking, clearing, and processing challenges, as close in time to initial registration attempts as possible.
- Work with counselors to ensure that proper and consistent attribution of course equivalencies are being made for prerequisite purposes
- Assure compliance with district, county and state laws, rules, regulations and guidelines related to assigned areas.
• Evaluate transcripts for graduation and determine student eligibility for graduation in degree and certificate programs; perform complex and technical duties involved in the evaluation of student records and transcripts.
• Utilize appropriate computer data systems to report students receiving any AA-T or AS-T degree eligibility for transfer; verify reports directly to CSU’s.
• Provide technical information and assistance to students, staff, counselors, faculty and administrators in the interpretation and clarification of registration, graduation, and transfer policies, requirements, and procedures.
• Interpret college requirements for degrees and certificates, and stay up to date on new programs; explain basis of evaluations made and provide information to students and staff on evaluations and college requirements.
• Compute statistical data for graduation and verify completion of final semester courses; prepare, verify and certify cumulative grade point average (GPA).
• Compile and maintain graduation lists each semester with accompanying demographic, status, and honor reports.
• Train and provide work direction to student assistants as assigned; coordinate and schedule student hours for employment; recruit, test and interview students for employment; check work and assist with work problems, assign work, and review and prepare timesheets for monthly payment.
• Analyze records of unique student populations, such as nursing applicants, to evaluate transfer credit work to determine eligibility for both LVN and RN programs.
• Prepare and maintain a variety of records, reports, and files related to students and assigned activities; maintain confidentiality of student information.
• Assist with the planning and organization of the college’s graduation ceremony.
• Serve on campus committees; attend community events as assigned.
• Perform duties of Admissions and Records Tech as required and assigned.
• Perform other office activities and related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:
• Admissions and Records rules, regulations, policies and procedures
• Community college courses, curriculum, graduation, and transfer requirements
• Community college credit evaluation policies and procedures
• Regulations governing the community college registration procedures
• CSU and UC general education requirements
• Transcript evaluation methods to determine equivalencies
• Prerequisites for Hartnell courses
• Modern office practices, procedures, and equipment
• Record-keeping techniques
• Correct English usage, grammar, spelling, punctuation and vocabulary
• District organization, operations, policies and objectives
• Applicable sections of state Education Code and other laws
• Oral and written communication skills

ABILITY TO:
• Interpret and explain rules, regulations, procedures, and policies regarding student registration, transcript evaluation, graduation, degree, and transfer requirements
• Perform difficult and technical records evaluation duties
• Perform complex analysis of various application materials, including transcripts from other schools and colleges, as presented
• Coordinate evaluation activities with other staff members and departments
• Operate a variety of equipment including a computer, scanner and others as assigned
• Maintain confidential and complex records and files
• Make arithmetic calculations quickly and accurately.
• Analyze situations accurately and adopt an effective course of action
• Use excellent organizational skills, prioritize, and manage a workload both independently and as part of a team
• Maintain a high level of computer proficiency and the ability to quickly learn new programs
• Work in a fast-paced environment and support multiple functions with fluctuating priorities
• Train and provide work direction to others
• Make independent judgments with limited supervision
• Communicate effectively both orally and in writing
• Understand and be sensitive to those of culturally, socioeconomically, and linguistically diverse backgrounds.
• Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work and five years of increasingly responsible experience involving public contact and computer operation, ideally including two years of directly related student services experience.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to possess a valid California driver’s license and use of a personal vehicle.

PHYSICAL EFFORT/WORKING ENVIRONMENT:

Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or reaching to retrieve file records.