



Position Title: Transcript Evaluator
Reports To: Manager, Transcript Evaluation Services
Department: Office of the College Registrar
Prepared By/Date: Martha Arrieta/03/04/2011
Approved By/Date: Dulce Beltran/03/04/2011
Revised:

Job Code: 0787
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

The Transcript Evaluator is responsible for evaluating transcripts for all students transferring to Miami Dade College from other institutions, domestic and/or foreign.

Essential Duties and Responsibilities:

- Responds to calls and resolves faculty and student problems related to transcript evaluation
- Uses independent judgment to authenticate and evaluate foreign, national, and military transcripts received by the College for students
- Responsible for posting College Level Examination Program (CLEP), International Baccalaureate (IB), and Advanced Placement (AP), DANTES, CAPE and other credits
- Works with Department Chairs to determine course equivalency and applicability towards program of study
- Meets with academic advisors and students to clarify course evaluation when requested
- Reviews courses syllabi, course descriptions, college catalogues and other documents in order to properly evaluate and equate transferred courses
- Responds to call and e-mail enquiries about transcripts evaluation
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Comprehensive knowledge of Statewide Course Numbering System (SCNS).
- Comprehensive knowledge of foreign, national, and military transcripts
- Computer literacy is required
- Ability to work in a multi-ethnic, multi-cultural environment with students, faculty and staff
- Demonstrate considerable judgment, accuracy and consistency
- Be able to follow oral and written instructions with minimal supervision
- Have excellent organizational skills Comprehensive knowledge of Statewide Course Numbering System (SCNS)

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree and three (3) years of experience working at a post-secondary institution.
- Previous student services experience is required

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name