



Position Title: Manager of Transcript Evaluation Services
Reports To: Associate College Registrar
Department: Office of the College Registrar
Prepared By/Date: Martha Arrieta/02/25/2011
Approved By/Date: Dulce Beltran/03/14/2011
Revised:

Job Code: 3356
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

This position manages and supervises the office and corresponding staff of Transcript Evaluation Services. Responsible for all student transcript evaluations at the College and compliance with federal, state, and College policies related to course evaluations.

Essential Duties and Responsibilities:

- Directly supervises the area of Transcript Evaluation Services
- Reviews and coordinates the daily activities of the transcript evaluators; hires, trains, and evaluates staff
- Assists with interpretation of state and federal rules and statutes regarding evaluation of courses
- Uses independent judgment to authenticate foreign, national, and military transcripts received by the College for students
- Uses independent judgment to evaluate foreign, national, and military transcripts received by the College for students
- Ensures accurate and timely transcript evaluations to comply with federal and state financial aid requirements
- Develops corresponding College policies and procedures based on state and federal laws.
- Posts College Level Examination Program (CLEP), International Baccalaureate (IB), and Advanced Placement (AP), DANTES, CAPE and other credits on College transcripts
- Works directly with the District Office of Academic Affairs to ensure course integrity
- Works with Department Chairs to determine course equivalency and applicability towards program of study
- Assists in responding to audits concerning course evaluations
- Adheres to standards of OPPAGA (Office of Program Policy Analysis and Government Accountability)
- Assists with updating the corresponding College Catalog pages
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Comprehensive knowledge of Statewide Course Numbering System (SCNS).
- Comprehensive knowledge of state and federal requirements for transcript evaluations.
- Comprehensive knowledge of foreign, national, and military transcripts.
- Computer literacy is required.
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Excellent organizational and communication skills (both verbal and written communication).
- Ability to understand, analyze and interpret federal and state laws, reports and legal documents.
- Ability to present information effectively to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw conclusions.

- Ability to work in a multi-ethnic, multi-cultural environment with students, faculty and staff.

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 moderate.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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 at a minimum of five (5) years of experience as a transcript evaluator at a regionally accredited post-secondary institution.
- All educational degrees must be from a regionally accredited 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