FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Degree Audit Specialist

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee and maintain the district degree audit system; prepare and maintain organized and accurate files and records.

REPRESENTATIVE DUTIES:

1. Works closely with counselors, academic advisors, and evaluators in using and interpreting the degree audit system.

2. Translates and formats degree, certificate and general education requirements for input into both Degree Audit and Project ASSIST systems.

3. Greet students visiting the office; determine student needs or concerns; answer questions, resolve problems or make referrals to an evaluator, supervisor, or appropriate college office.

4. Perform data input.

5. Operate a computer and other office equipment as assigned; perform back up of computer database files according to established timelines.


7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. College and district policies and regulations.

2. College organization and academic programs.

3. Academic requirements for degrees and certificates.

4. Formatting and data input procedures.

5. Procedures related to processing documents related to certificate programs.

6. School codes, rules, policies and regulations.

7. Operation of a computer and assigned software including databases.

8. Interpersonal skills using tact, patience and courtesy.

9. Oral and written communication skills.
10. Record-keeping techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Provide assistance and support to evaluators and others in the Evaluation Department.

3. Prepare and maintain organized and accurate files and records.

4. Compute and verify GE requirements.

5. Operate a computer and other office equipment as assigned.

6. Interpret and apply rules, policies and practices of unit evaluation and general education.

7. Make arithmetic calculations quickly and accurately.

8. Establish and maintain cooperative and effective working relationships with others.

9. Communicate effectively both orally and in writing.

10. Type at an acceptable rate of speed.

11. Maintain the confidentiality of student records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree and two years degree audit experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read a variety of materials.

4. Sitting or standing for extended periods of time.

5. Bending at the waist, kneeling or crouching to file materials.

DATE APPROVED: March 1, 1999
RANGE: N-41
EEO-CATEGORY: H-50