Evaluation Specialist

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized evaluations in providing counselors/academic advisors and students with accurate and current information regarding the use of courses taken at other colleges and universities for the program of study the student is pursuing at the College. Prepare, complete and forward to the school of transfer a certification of articulated lower division courses for general education (GE) for CSU system schools and the UC system schools including transfer courses taken at other colleges.

DISTINGUISHING CHARACTERISTICS:

The Evaluation Specialist assures that student needs are met regarding assessment of transfer credits, general education certification, certificates and other related issues. The Senior Evaluation Specialist performs the full range of duties in the Evaluations function. In addition, the Senior Evaluation Specialist coordinates the day-to-day evaluation activities for the entire department and deals with the more complex evaluation issues.

REPRESENTATIVE DUTIES:

1. Perform specialized activities in providing counselors/academic advisors and students with accurate and current information regarding the use of courses taken at other colleges and universities for the program of study the student is pursuing at the College.

2. Evaluate transfer coursework from domestic colleges and universities for course equivalency with College courses to clear major and GE requirements for degrees and certificates and CSU Breadth and IGETC certification.

3. Research and review foreign reference manuals to determine accreditation and transfer of credit of college and university level coursework; research and review college catalogs and microfiche to compare course descriptions and syllabi to College courses.

4. Post transferable courses to student’s academic record; prepare and mail completed major curriculum and GE guides and degree audits to students.

5. Record and maintain pertinent information on evaluation database to respond to student inquiries and track completed and pending evaluations.

6. Process applications for degrees including pre-check upon receipt of applications and post-check after completion of work in progress; post award information to student record; prepare and mail individual letters to students to notify them of deficiencies.

7. Prepare GE Certifications for CSU Breadth and IGETC; analyze student records to determine GE pattern and the application of College courses and “pass along” courses.

8. Interpret and communicate policies regarding evaluation and GE certification for counseling staff and students.

9. Calculate cumulative grade point average for Cal Grant applications as needed.
10. Research and evaluate military courses for appropriate credit in accordance with ACE guide recommendations; research College course descriptions and forward to students or other schools as requested.

11. Operate a computer and other equipment as assigned.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Proper techniques involved in evaluating transcripts.

2. CSU, UC and other community college system schools.

3. College codes and California Articulation Numbers (CAN) assigned by the State Chancellor’s office.

4. Reference materials and resources available to evaluate traditional and non-traditional course work.

5. Admissions and Records Office policies and practices.

6. De Anza curriculum, policies and practices.

7. Record-keeping techniques.

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

9. Oral and written communication skills.

10. Interpersonal skills using tact, patience and courtesy.

11. Applicable sections of State Education Code and other applicable laws.

12. Research methods and 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. Perform a variety of specialized duties involved in evaluation of transcripts.

3. Prepare, complete and forward to the school of transfer a certification of articulated lower division courses for GE for CSU system schools and the UC system schools including transfer courses taken at other colleges.

4. Make arithmetic calculations quickly and accurately.
5. Communicate effectively both orally and in writing.

6. Interpret, apply and explain rules, regulations, policies and procedures related to evaluating transcripts and related activities.

7. Work confidentially with discretion.

8. Maintain records and prepare reports.

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

10. Analyze situations accurately and adopt an effective course of action.

11. Meet schedules and time lines.

12. Work independently with little direction.

13. Plan and organize work.

14. Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in a related field and three years experience in a college admissions office, counseling office or other environment dealing with college degree programs, students, or student records.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

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.

HAZARDS:

1. Contact with dissatisfied or abusive individuals.

DATE APPROVED: March 1, 1999
RANGE: N-46
EEO-CATEGORY: H-50