Graduation and Evaluation Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee and perform a variety of duties in support of the philosophy and direction of the Evaluation Office. Assure student needs are met regarding assessment of transfer credits, general education certifications, diplomas, certificates and other related issues.

REPRESENTATIVE DUTIES:

1. Develop and direct the philosophy, policies and procedures of the Evaluation Office; assure student needs are met regarding assessment of transfer credits, general education certifications, diplomas, certificates and other related issues.

2. Communicate with administrators and personnel to implement appropriate evaluation procedures, resolve issues and conflicts and exchange information; communicate with colleges and universities to implement evaluation policies consistent with practices within the California State University System.

3. 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.

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

5. Understand, interpret and communicate rules and policies regarding evaluation, GE certification, articulation, assessment and curriculum for counselors, advisors, assessment office staff and students.

6. Prepare and maintain a variety of files, handbooks, records and reports related to the Evaluation Office; design a database to records and track student information.

7. Initiate procedures to facilitate data entry of test and course information for degree audit and evaluation; oversee the processing of graduation petitions.

8. Develop and update publicity materials to provide evaluation and graduation information; conduct surveys and develop strategies to resolve evaluation procedure problems and establish new procedures as needed.


10. Operate a computer and related office equipment.

11. Attend a variety of meetings in support of the Evaluation Office.

12. Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. College policies, procedures, graduation requirements, general education certification and course contents.
2. Procedures and methods involved in the evaluation of student records and transcripts.
3. College catalogs, course descriptions, course numbering systems and course equivalencies.
4. District, State and federal admissions and records laws, regulations, functions and activities.
5. Curriculum for certificate and degree majors.
6. Record-keeping techniques.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
9. Operation of a computer and assigned software.
10. Modern office practices, procedures and equipment.

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. Assure student needs are met regarding assessment of transfer credits, general education certifications, diplomas, certificates and other related issues.
3. Analyze transcripts and make appropriate interpretive judgments.
4. Explain rules, regulations and policies related to the evaluation of student records.
5. Establish and maintain cooperative and effective working relationships with others.
6. Meet schedules and time lines.
7. Plan and organize work.
8. Maintain records and prepare reports.
9. Maintain current knowledge of rules and regulations related to assigned activities.
10. Communicate effectively both orally and in writing.
12. Work independently with little direction.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associates degree in business, public administration or related field and three years evaluation experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting or standing for extended periods of time.

DATE APPROVED: February 1, 2000
RANGE: N-52
EEO-CATEGORY: H-30