

COMPTON COMMUNITY COLLEGE DISTRICT



EVALUATIONS SPECIALIST

FLSA: NON-EXEMPT

DEFINITION

Under the direction of the Director of Admissions and Records, evaluate student records to determine graduation eligibility, certification of general education transfer requirements, and eligibility for certificates of completion and competence and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Review and evaluate academic records and transcripts to determine graduation eligibility and completion of general education transfer requirements.
- Determine eligibility for certificates of completion and competence.
- Determine equivalency of courses taken at other colleges and institutions.
- Interpret, apply, and explain complex rules, state regulations, District policies and procedures related to degrees, certificates, transfer, and probation/dismissal rules and status.
- Answer questions and provide technical information and assistance to students, counselors, faculty, and others concerning the evaluation of student records.
- Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities.
- Prepare, update, and maintain graduation lists and statistics.
- Prepare and maintain a variety of technical and complex records and files related to evaluations activities and functions.
- Evaluate military courses and job-related training programs for college credit.
- Compile information and data and prepare relevant reports.
- Train and provide direction to student assistants and other personnel; assign/review work and participate in selection/evaluation.
- Operate a PC or computer terminal to update records, input data, generate reports, and verify student information; assure accuracy and completeness of data.

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures, and equipment.
Record-keeping techniques.
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Telephone techniques and etiquette
Applicable sections of the State Education Code and other applicable laws
Principles and practices of training and providing work direction
Technical aspects of field of specialty

Ability to:

Evaluate student academic transcripts.
Compute student grade point averages.
Read, interpret, apply/explain rules, regulations, policies/procedures related to student degrees, certificates, and transfer.
Type at an acceptable rate of speed.
Work independently with little direction and confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Communicate effectively, both orally and in writing.
Train and provide work direction to others.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to two years of college-level course work in social sciences, human services, business, or related field; and two years of increasingly responsible experience in a related student services program.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.