PALOMAR COMMUNITY COLLEGE DISTRICT

SENIOR ACADEMIC EVALUATOR/ADVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the research, analysis and assessment of student academic history for completion of graduation requirements or successful transition to a four year college; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Academic Evaluator/Advisor series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including exercising functional and technical supervision over lower level Academic Evaluator/Advisor positions. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor, Evaluations & Records.

Exercises functional and technical supervision over lower level evaluations staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for the research, analysis and assessment of student academic history for completion of graduation requirements or successful transition to a four year college.

2. Plan, direct and participate in advising students on all aspects of their academic records; recommend a course of action regarding course acceptance, transferability, grade point averages, course substitutions and equivalencies and various other information.

3. Train assigned employees in their areas of work including records evaluation techniques, methods and procedures.
4. Supervise the use and operation of a computerized on-line degree audit system; write and maintain a training and reference manual.

5. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

6. Analyze and evaluate complex academic records, transcripts and course equivalencies to determine graduation eligibility and completion of general education transfer requirements.

7. Analyze the academic history of each college's curriculum rules and regulations; determine the appropriateness to student education goals.

8. Certify college course work in compliance with District curriculum, California State University and the University of California requirements.


10. Perform various computer applications; update computerized academic records including grade point averages and unit totals; enter transfer certifications and granting of degrees or certificates.

11. Compose a variety of general correspondence to students, staff, faculty, employers and educational institutions regarding requests for course descriptions, curriculum issues, verification of degrees and various other information.

12. Serve as a resource and provide technical information to counselors, students, staff, faculty, administrators and other educational institutions.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an academic records evaluation program.
Principles of lead supervision and training.
Methods and techniques of student advising.
Methods and techniques in the analysis and evaluation of student records and transcripts.
Applicable college curriculum and general education transfer requirements.
Methods and techniques of research.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.
Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult records evaluation duties.
Explain rules, regulations and policies regarding academic transfers.
Detect student needs and make appropriate referrals.
Perform complex research and analysis.
Troubleshoot and maintain assigned computerized applications.
Respond to requests and inquiries from students, faculty and staff.
Prepare a variety of correspondence in the course of assigned duties.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in the evaluation of academic records including some paraprofessional advising experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity for evaluating student transcripts.