

**Job Description/Title:** RECORDS EVALUATOR  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

**MONTEREY PENINSULA COLLEGE**

**RECORDS EVALUATOR**

**JOB SUMMARY**

Under general supervision evaluate student records, including analysis of transcripts from other institutions, foreign and domestic, review Monterey Peninsula College courses for degrees, certificates, and general education certification in accordance with all statutes and college policies regarding awarding appropriate credit; provide assistance and technical information regarding academic records and participate in a variety of responsible technical and clerical duties related to the Admissions and Records Office.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Receive and analyze transcripts from other institutions, foreign and domestic; review courses and units completed, verify level, content, unit value and grading system.

Evaluate all incoming college transcripts for official and proper accreditation.

Review coursework for academic equivalencies using resources including paper and on-line college catalogs, course descriptions/syllabi, correspondence with the institutions involved, articulation agreement, Project Assist, and other appropriate reference materials.

Evaluate academic equivalencies and post credit earned at other institutions to Monterey Peninsula College academic records.

Scan incoming transcripts into the College's imaging system.

Determine units to be transferred to college records from external examinations and military experience.

Contact counseling and other faculty regarding specific equivalency questions or approvals.

Enter, update and correct information in automated systems such as Schooling 3000 and Degree Audit Reporting System (DARS).

Interpret admissions and records policies, such as course repetition, incompletes, applications, residency and registration, and apply them in a variety of procedural situations.

Provide technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation and clarification of registration, graduation, academic and transfer policies, requirements and related activities.

Receive, review and process all applications, registrations, transcript requests, enrollment verifications, Add/Drop forms, withdrawals, refunds, K-12 Concurrent Enrollment Form, grade changes, incomplete grade forms, challenge courses, and student data changes.

**Other Duties**

Perform other related duties as assigned.

Participate on committees as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein. For example, college level courses in business administration or related field and three years of experience in the Admissions and Records area of a college, specifically in transcript evaluation or related area.

### **Knowledge**

Knowledge of: college or university transcript procedures, grading systems and course equivalencies, software used in admissions and records services including student information systems; word processing, electronic mail, Internet skills, database management, and spreadsheet applications; effective customer service techniques and etiquette; business math including percentages and decimals; correct English grammar, spelling and punctuation.

### **Abilities**

Ability to: read, interpret, apply and explain rules, regulations, policies and procedures using sound judgment; learn and successfully apply FERPA (Family Education Rights & Privacy Act) rules and regulations; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; make mathematical calculations with speed and accuracy; maintain confidentiality of information; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; efficiently use a variety of office equipment as required to perform the duties of the job; understand and follow oral and written directions; learn the specialized clerical/technical functions of Admissions and Records services; analyze situations accurately and adopt an effective course of action; create and produce correspondence, reports and procedures of documentation independently or with brief instruction; communicate effectively both orally and in writing using tact, patience and courtesy; establish and maintain cooperative and effective working relations with those contacted in the course of work; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; sitting to enter data into terminal for extended periods of time; occasional standing and walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.