

PALOMAR COMMUNITY COLLEGE DISTRICT

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 research, analyze and assess student academic history for completion of graduation requirements or successful transition to a four year college; to advise and guide students regarding transfer and graduation issues and academic policies; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Academic Evaluator/Advisor series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Academic Evaluator/Advisor in that the latter exercises functional and technical supervision over evaluations staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Evaluations & Records.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Research, analyze and assess student academic history for completion of graduation requirements or successful transition to a four year college.
2. Advise and guide students regarding transfer and graduation issues and academic policies; recommend a course of action regarding course acceptance, transferability, grade point averages, course substitutions and equivalencies and various other information.
3. Analyze and evaluate complex academic records, transcripts and course equivalencies to determine graduation eligibility and completion of general education transfer requirements.
4. Analyze the academic history of each college's curriculum rules and regulations; determine the appropriateness to student education goals.

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5. Certify college course work in compliance with District curriculum, California State University and the University of California requirements.
6. Authorize repetition of courses upon review of student academic performance and comprehensive guidance.
7. Perform various computer applications; update computerized academic records including grade point averages and unit totals; enter transfer certifications and granting of degrees or certificates.
8. 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.
9. 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.
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:

Perform difficult records evaluation duties.
Explain rules, regulations and policies regarding academic transfers.
Detect student needs and make appropriate referrals.
Perform complex research and analysis.
Respond to requests and inquiries from students, faculty and staff.
Prepare a variety of correspondence in the course of assigned duties.
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.

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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:

Two years of 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.