Human Resource Services

Annual Salary Range: $28,090- $41,309 Status: Exempt Position No:

Academic Evaluator

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

The Academic Evaluator is responsible for the assessment of students' transfer credits, entering equivalencies in DATATEL and publishing them to the website. The evaluation will also meet with prospective transfer students to answer questions regarding transfer credits.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

60% Evaluation of transfer credits and entering equivalencies.

30% Degree Audit.

10% Maintaining equates on website.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Maintaining regular contact with academic departments;
Developing a detailed training and procedures manual for transcript data entry;
meeting with prospective transfer students to answer questions regarding their transfer credits;

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

None

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Bachelor of Arts or Bachelor of Science degree;
Understanding of academic policies and degree requirements in higher education;
Strong written and oral communication skills;
Detailed oriented;

EXPERIENCE AND EDUCATION

(Indicate which are required, preferred, or desired.)

Master's degree preferred or at least four years experience working in an admissions/registrar office in a post-secondary institution;
Working knowledge of DATATEL software desired;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

None

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Answer and transfers phone calls for the Records Office;
Answer and assists students, parents, faculty, staff and other Universities/Colleges with questions and concerns;

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds

3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers
7. Normal coordination, including eye-hand, hand-foot
8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.