



<h1>POSITION DESCRIPTION</h1>
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**Department:** Enrollment Management Services Operations/Registrar  
**Working Title:** Evaluator & Admissions Specialist  
**Job Code:** 3082  
**Time Base:** 1.0  
**Position Number:** 00001557  
**Union / Unit (if applicable):** Academic Professionals of California (APC) / Unit 4

**Position Reports To:** Associate Registrar  
**Classification:** SSP II  
**Range Code:** 1  
**Exempt or Non-Exempt:** Exempt  
**Last Update:** 8.12.24

**PURPOSE OF POSITION:**

Under the general direction of the Associate Registrar, the Evaluator & Admissions Specialist is responsible for the timely evaluation of transfer credit posting for all students and the admissions evaluation process for new and transfer students. The incumbent will have a special focus on ADT/CA Promise students, which includes meeting and provide counseling services to incoming ADT/CA Promise students to review degree requirements, transfer of credit, length of time to complete degree, and outline options to complete the degree within the time allowed. Recommends solutions to problems and changes in program procedures. In addition, the incumbent provides services to local community colleges through transfer student recruitment and admission advisement efforts. Responsible for responding to inquiries from prospective students, applicants, counselors, and parents.

The Evaluator & Admissions Specialist reviews, analyzes, evaluates and processes information, records, and transcripts for determining academic credit for graduation. Utilizes interview and counseling techniques to ensure that all standards for the bachelor's degree are completely satisfied by a thorough and independent evaluation on each graduating senior before a degree is granted. Provides information, advice and assistance to student, faculty and administrative personnel regarding graduation requirements. The position also interprets the requirements for admission, CSU and CSUSM specific, and makes independent decisions regarding the acceptance of coursework to the University and represents the University and the Office of Admissions & Recruitment at community college conferences and meetings. Serves as resource to new and prospective students and University staff for complex issues and problems related to admission to the University.

**MAJOR RESPONSIBILITIES:**

	<u>% of Time</u>
1. Transfer credit evaluation & posting, admissions evaluation and planning	60%
2. Registrars point of contact for ADT/CA Promise	25%
3. Review and update Academic Requirement Report (ARR) to ensure accuracy	15%

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

- 1. Evaluate transfer coursework for academic credit and evaluate incoming students for admissions eligibility.**
  - Independently perform precise reviews and evaluations of academic records.
  - Review transfer coursework from other schools for applicability/equivalency to CSUSM general education/general graduation requirements for academic credit, and update student records accordingly.
  - Independently perform the final degree audit for graduation ensuring that all requirements are satisfied according to university policies/regulations and according to State mandates and Executive Orders.
  - For graduating seniors, audit ARR, award degree or notify student of outstanding requirements.
  - Use knowledge of Title V, Executive orders, and CSUSM catalog to determine applicability of coursework to graduation standards.
  - Update individual student record in database to reflect graduation data.
  - Reviews graduation reports prior to processing auto-grad.
  - Use knowledge of Title V, Executive Orders, General Catalog and GE Committee mandates while performing transcript evaluations and graduation audits
  - Maintain student records, evaluate incoming additional transcripts from domestic, out-of-state, private and California Community Colleges, course detail, make appropriate adjustments for repeated courses, and post on student database.
  - Evaluate Navy/Marine and other Military transcripts and determine credits awarded in accordance with American Council on Education guidelines. Course detail and post military credit.
  - Keep abreast of a wide variety of transfer credit sources, such as Advance Placement, CLEP, Articulation agreements,

DANTES, and Military (JST transcripts).

- Ensure that confidentiality guidelines are maintained for all student records.
- Works with Communications Coordinator for EMS to develop and schedule communications to graduating seniors and military/veteran students.
- Review process flow of degree conferral to enhance efficiencies in the process.
- Assignments include a full range of routine, difficult and problematic cases.
- Review transfer coursework from other schools for applicability/equivalency to CSUSM general education/general graduation requirements for academic credit, and update student records accordingly.
- Assist with NCAA certification each semester.
- Respond to student petitions and student inquiries regarding transfer coursework and CSUSM coursework.
- Processes undergraduate program admissions.
- Independently analyze and review freshman and transfer applicant records to determine eligibility for admissions.
- Complete admissions evaluation of assigned freshman and/or transfer applicant lists.
- Problem solves student issues concerning admission status and denial.
- Interpret and apply policies from Title V of the California Administrative Code, the California State University Office of the Chancellor, and the University.
- Recommends solutions to problems and changes in program procedures.
- Attends and participates in Admissions & Recruitment meetings, division retreats and planning sessions.
- Attends appropriate or assigned campus wide events.
- Explores opportunities for collaboration and coordination of activities and events with members of Enrollment Management Services and the campus community.
- Ensures appropriate information is collected and analyzed for effective communication to prospective students.
- Participate in campus events such as Preview Day, Commencement, and Orientation as assigned.
- Participate in student recruitment efforts as needed (includes some travel).
- Assist with answering registrar/admissions phone line.
- Assist with answering registrar/admissions email inbox inquiries.
- Assist in training as required

## **2. ADT/CA Promise evaluations and registrar point of contact for ADT/CA Promise partnerships and students**

- Supports University degree completion efforts by acting as the Registrars point of contact for incoming ADT/CA Promise students to review their degree plan.
- Assist in the development and implementation of ADT and CA promise procedures and guidelines.
- Coordinate and collaborate with Academic Advising and colleges on ADTs and requirements for campus compliance
- Act as resource for our community college partners on ADTs
- Independently perform precise reviews and evaluation to award ADTs to incoming students.
- Supports University degree completion efforts by acting as the Registrars point of contact for incoming and current military students to review their degree plan.
- Assist in the development and implementation of Military transfer credit procedures and guidelines.
- Runs and reviews periodic reports to manage Military student population.
- Independently perform precise reviews and evaluation to award Military credit to incoming students.
- Utilizes interview and counseling techniques to provide advisement to students on course approval and transferability.
- For graduating seniors, audit ARR to verify if additional military credit can be applied.
- Ensure continuation of military benefits by continuously reporting enrollment, uploading grades and degree conferrals to the GoArmyEd and AI Portal each semester.
- Initiate University Military council to promote the applicability of transfer credit for military experience.
- Promote faculty participation in the American Council on Education (ACE) evaluation committee.
- Use knowledge of Title V, Executive orders, and CSUSM catalog to determine applicability of coursework to graduation standards.
- Independently perform precise reviews and evaluations of academic records.
- Update individual student record in database to reflect graduation data.
- Use knowledge of Title V, Executive Orders, General Catalog and GE Committee mandates while performing transcript evaluations and graduation audits.
- Ensure that confidentiality guidelines are maintained for all student records.
- Assignments include a full range of routine, difficult and problematic cases.

## **3. Review and update ARR**

- Review and update the ARR with completed course information.

## **PROVIDES LEAD DIRECTION OF OTHERS:**

*N/A*

## **REQUIREMENTS OF POSITION:**

### **1. List education and experience required**

- Bachelor's degree in one of the behavioral sciences, public or business administration or a related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.
- Minimum two years of experience working with academic evaluation or secondary and community college student needs and development.
- Valid CA Driver's License, Class C

### **2. List knowledge, skills, and abilities required for this position.**

- Demonstrated ability to prioritize and administer multiple projects simultaneously, following through on issues in a timely manner.
- Ability to foster working relationships with internal and external campus partners.
- Excellent verbal and written communication skills and ability to present efficiently to a variety of external and internal audiences at every level.
- Ability to establish rapport with current and prospective students and provide comprehensive advice.
- Ability to make important decisions independently.
- Excellent editing skills with a thorough mastery of English grammar, spelling, punctuation and proofreading.
- Ability to use sound judgement.
- Working knowledge of the methods and problems of organization and program management.
- Working knowledge of research and interviewing techniques.
- Comprehensive knowledge of educational processes.
- Working knowledge of the principles of individual and group behavior.
- Working knowledge of the ability to rapidly acquire such knowledge of the organization, procedures and activities of CSU San Marcos.
- Working knowledge of the basic principles, practices and major trends in the Registrars department.
- Ability to rapidly acquire a working knowledge of the specific objectives of the Office of the Registrar and its relationship to the total campus operation.
- Ability to interpret and apply program rules and regulations.
- Ability to gather and analyze data.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Ability to present clear and concise information orally and in written reports.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements. Strong organizational and time management skills to maintain multiple responsibilities.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to recognize multicultural, multisexed and multi-aged value systems and work accordingly. Understanding of and sensitivity to educational equity cultural issues to support partnerships and provide services.
- Ability to establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts.
- Ability to establish and maintain cooperative and effective relations with University community as well as private and public agencies.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community and establish and maintain cooperative and effective relations with University employees, students and the public.
- Ability to work effectively as a professional member of the Office of the Registrar team.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- Must be computer literate (database, electronic mail, word-processing, and spreadsheet applications in a PC windows environment); must possess working knowledge of computers and student information systems
- Demonstrated experience supporting and utilizing integrated student information systems, preferably within a university environment.
- Strong written and oral communication skills, including public speaking skills to present information and communicate program requirements.
- Ability to analyze and evaluate transcripts, coursework, credits, records and related materials to review applicants.

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Computer
- Photocopying machine
- FAX machine

**4. Unique working conditions**

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Campus Advisors and Staff	To clarify info on General Education and grad policy and to answer questions on specific student records.	Weekly
College Deans, Chairs and department designees	To seek waivers and course transfer approvals. Present and seek approval for new Military Credit.	Monthly
External Military Partners	To process enrollment reporting, uploading grades and degrees. Initiate new partnerships/Agreements.	Monthly
Current and prospective Students.	To provide guidance on degree requirements Assists with academic plan and Transferability of coursework.	Weekly
High School Counselors	To provide higher education information	Daily
Community College Counselors	To provide higher education information	Daily
Prospective Students	To provide higher education information	Daily
Admissions & Recruitment staff	To gather information and coordinate services	Daily

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting					X
2. Standing				X	
3. Walking				X	
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
8. Crouching	X				
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less	X				
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms					X
14. Repetitive use of legs		X			
15. Eye/hand coordination	X				

Yes	No
X	
	X
	X

**MENTAL EFFORT**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others		X			
2. Writing		X			
3. Using math/calculations				X	
4. Talking			X		
5. Working at various tempos	X				
6. Concentrating amid distractions			X		
7. Remembering names		X			
8. Remembering details					X
9. Making decisions		X			
10. Working rapidly					X
11. Examining/observing details					X
12. Discriminating colors	X				

**ENVIRONMENTAL FACTORS**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
11. Dirty	X				
12. Dusty	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others			X		
16. Working around others			X		
17. Working alone				X	

**SIGNATURES**

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

**Employee**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appropriate Administrator (MPP)**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Dean/Department Head/Director/AVP (optional)**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_