



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Admissions Evaluator Work Direction Given By: SSP III
 (Lead)
 Department: Office of Admissions Reports To Title: Assoc Dir Admission & Op Tech
 (Appropriate Administrator)
 Division: Student Affairs College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? Yes

Classification Title: Evaluator I Job Code: 2632
 Position Number: 00003646 Level/Range/Grade: 1
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R04-Academic Support APC

B. POSITION PURPOSE

Under minimal supervision from the Associate Director of Operations & Technology, the incumbent will processes admission applications, determine eligibility for admission, and evaluate which credits can be transferred from other institutions and how that credit satisfies Chico State GE requirements. The main populations of focus will be on transfer, returning, and second bachelor's degree seeking students. The incumbent will also be responsible for assisting with evaluations for first-time-in-college students.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

“NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this positions. Other functions consistent with your *Classification Standards* may be assigned as deemed necessary.”

Does this position include Work Lead Responsibilities? No

List Functional Category with Responsibilities:

ADMISSION ELIGIBILITY:

* Fully perform basic admission functions to include eligibility check at transfer, returning, and

% of Time	Priority Weight
50%	

List Functional Category with Responsibilities:

second-degree seeking, and first-time-in-college levels of undergraduate admission according to the CSU Chancellor's Office guidelines, admitting eligible applicants and recommending denial of ineligible applicants.

- * Advise and assist applicants and potential applicants regarding eligibility of requirements and related matters using resource material to resolve a wide variety of unique and complex problems.
- * Deny applicants under specific predetermined conditions.
- * Advise denied applicants using resource materials.
- * Assess transfer credit and report via Transfer Credit Evaluation.
- * Check accreditation of institutions previously attended.
- * Verify content and unit value of courses completed.
- * Determine grading system, course numbering system, and any other information relevant to the admissions process.
- * Perform other duties as assigned.

ASSESSMENT OF DEGREE PROGRESS:

- * Make evaluation recommendations regarding placement of credit by using the academic credit and degree auditing program.
- * Use protocol and conventions for optimal placement of courses or credit awarded for military work, tests, credit for prior experience and other work from non-traditional sources.
- * Process, record, and disseminate degree requirements to students, faculty and staff to assess transfer credit and to assess completion of degree requirements.
- * Analyze and research student academic needs and related problems to authorize and implement services to make appropriate recommendations for change to the responsible individuals using increasing levels of judgment to resolve a wide variety of unique and complex problems.
- * Fully assess the completion of all undergraduate degree requirements through the use of transcripts, transfer credit evaluations, petitions and CMS reports and communicate problem areas to students via preliminary audit by phone, email or face-to-face student interaction.
- * Work closely with DGAP (Degree Audit) regarding programming of auto-articulations.

20%	
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ADVISING:

- * Provide information and advice to prospective students, college counselors and general public regarding transfer admission eligibility requirements, orientation, and advising information. Explain applicant deficiencies and recommend options.
- * Advise prospective students regarding general studies requirements and CSU policies and procedures.
- * Assess and advise students regarding impaction.
- * Provide undergraduate admission advising and degree progress information to prospective California State University, Chico students on campus and externally at California Community College Centers.

15%	
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DETERMINE ELIGIBILITY FOR RETURNING CSU, CHICO STUDENTS:

- * Perform admission functions specific to returning and previously disqualified students, including admitting eligible applicants, updating student coursework, and verifying GE Math and English placement.
- * Advise students regarding admission application process in regards to returning students, including Post Baccalaureate, Transitory, and Lower division.

15%	
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Total should equal 100% Time and 100 Weight	Total	100%	0
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D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.

7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

Knowledge of:

- * The format and interpretation of course records and transcripts of institutions of higher education.
- * Authenticating course credits and comparing records of differing formats, such as foreign records.
- * Campus curriculum requirements for majors, minors, terminal degrees, and special program designations.
- * Application of campus resource guidelines for making determinations using various criteria.
- * General office procedures, methods, and practices.
- * Techniques used in processing information.

SKILLS:

- * Organizational skills to handle workload and multiple projects with frequent interruptions and schedule changes.
- * Effective interpersonal skills as work involves frontline contacts with a variety of campus and community individuals.
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- * Keyboarding skills.

ABILITIES:

Incumbent must have the ability to:

- * Be thorough, consistent and accurate in the interpretation of records against criteria and in comparing records.
- * Comprehend and interpret complex regulations or requirements and to apply them in the evaluation process.
- * Maintain resources which document and update criteria.
- * Explain criteria and evaluations to others.
- * Make accurate records.
- * Organize work to meet deadlines.
- * Maintain and safeguard the confidentiality and security of records and evaluations.
- * Check complex records and detailed information for compliance with criteria.
- * Perform mathematical calculations.
- * Perform assigned duties.

2. Education and/or Experience

This position requires the equivalent to completion of a formal training program in academic records evaluation;
 -OR-
 One year of academic records evaluation experience;
 -OR-
 Any full-time 12-month combination of training and experience related to academic records evaluation.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings on and off campus for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____