

# JOB DESCRIPTION



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**Position Title:** Credentials Evaluator

**Department:** Admissions and Registration

**Employment Category:** Non-Exempt

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year

**Pay Grade:** NE07

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**Position Summary:** The Credentials Evaluator is responsible for evaluating and processing transcripts for all students, ensuring appropriate transfer credit is awarded, credit is posted, and students' eligibility to graduate is verified.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Follows the established American Council on Education (ACE) recommendations and college policies and procedures to correctly align credit recommendations to the appropriate degree plan

Evaluates official JST transcripts based upon ACE Military Guide recommendations to determine the number of college credits earned towards a degree through training and experience

Determines admissibility and transferability of credit for courses completed at other educational institutions; evaluates college and military transcripts and prior learning assessment credit, awards appropriate credit and posts credit electronically to student records; collects and performs audits of all degree and certificate applications; meets with students and/or faculty to resolve problems or address issues related to transfer credit, degree awards or posting of credits to the permanent record

Supports the awarding of degrees and certificates following verification that the student has fulfilled all academic requirements; posts all degrees/certificates to the electronic student records system; works with system administrator to ensure the degree audit computer module is following current college degree requirements

Responds to student/advisor questions about evaluations and transferability; meets with deans and other administrators to discuss policy and procedure issues as they arise

Organizes and manages student records, including scanning and archiving archives records and files, and authorizes elimination of outdated records

Maintains student information system with changes or additions in school information, codes and accreditations

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Bachelor's degree in education, business administration or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the U.S. Department of Education  
Three years of experience in transcript processing, admissions or registration in a higher education setting  
*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Knowledge of Arizona Association of College Registrars and Admissions Officers standards for awarding transfer credit  
Knowledge of Joint Services Transcripts and other military transcripts  
Knowledge of enrollment reporting requirements  
Skill in preparing accurate and clear reports, letters and other documents  
Skill in performing basic math  
Skill in analyzing data and drawing sound conclusions  
Ability to use the American Council on Education (ACE) Military Guide to map and award college credit to military-connected learners based on their military training, experience, and occupation towards current Cochise College degree programs  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public  
Ability to work accurately, efficiently, and effectively with all types of data  
Ability to work under pressure with frequent interruptions

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Transfer Articulation Manager

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.