

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

COORDINATOR-ADMISSIONS AND RECORDS/TRANSCRIPTS

SEIU Local 1021 Salary Range 95

Job Code: 1025

CLASS PURPOSE

Under general direction of the Associate Vice Chancellor, Student Services & Registrar, the Coordinator/Admissions and Records performs professional-level duties in the analysis, evaluation, testing, documentation, research, data compilation, and data analysis in regards to transfer work, transcripts and course equivalences. Performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Oversee the process for receipt, input and record keeping of all incoming official transcripts using the Electronic Content Management Perceptive system.
- Provide functional support and training to end users on the use of the Electronic Content Management (ECM) pertaining to transfer work and course equivalences.
- Set up and maintain course equivalences using PeopleSoft, ECM system or other required database systems.
- Evaluate incoming transfer coursework for PCCD equivalences (including international, out-of-state and private schools) using ASSIST, College Source and other resources as needed; analyzes and authenticates course level, content and unit values for transfer coursework.
- Oversee the posting and awarding of all transfer in credit, test credit and military credit.
- Maintain records of course equivalencies and substitutions processed and approved or denied for historical reference.
- Evaluate and maintain official records of approved courses for certification of California State University General Education and Intersegmental General Education Transfer Curriculum.
- Maintain regular contact with Division Chairs/Administrators concerning equivalences, articulation agreements, student's questions and preliminary transcript equivalencies.
- Reviews courses syllabi, course descriptions, college catalogs and other documents to properly evaluate and equate transferred courses
- Ensure that transfer credits on student records are reported correctly for end users to evaluate degree/certificate and or financial aid eligibility
- Act as a functional lead to communicate updates/changes on course equivalences to college evaluators and others.
- Configure transfer credit rules and maintain in PeopleSoft, ECM system or other required database systems.

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- Analyze current systems; define and propose new or enhanced system functionality, test and maintain updates, patches and fixes.
- Develop and maintain process documentation and procedures on transfer work and course equivalences.
- Ability to interpret federal, state and local regulations and policies.
- Participate in articulation and curriculum committees
- Facilitate workshops for District/college division representatives, faculty and staff on course equivalences and transfer courses.
- Other related duties as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited university or college in Accounting, Business Administration, Public Administration or a related field AND four (4) years of increasingly responsible computer applications experience including the use and troubleshooting of large, complex software applications or information systems analysis and in the collection, analysis, data research, reporting and presentation of data; Or

An equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.
2. Experience in an admission/registrar office in a post-secondary institution evaluating official transcripts and articulating course equivalencies.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Program evaluation techniques and methodology.
 - Experience using ASSIST, Academic Advising or similar Degree Audit System
 - Solid understanding of PeopleSoft Course Catalog or similar Course Catalog Systems
 - Laws, regulations, and guidelines with respect for Admissions and Records regulations.
 - Current development, standards, methods, and trends, that will demonstrate professional competency in the field of activity.
 - Experience with program administration in the California Community College system.
- Ability to:
 - Interpret laws and regulations related to the grant/budget process, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
 - Prepare and maintain accurate records and reports.
 - Communicate effectively in the oral and written form.

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- Demonstrate other professional knowledge that may be required to successfully perform in the field of activity.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Computer
- Standard office machines and equipment

Developed 12/3/2014

Updated 1/16/15