EMPLOYMENT OPPORTUNITY

POSITION: EVALUATOR II

Part-time (1/2 time) position available on or after October 1, 2015 in the University Extended Education Department.

ESSENTIAL FUNCTIONS: The Evaluator facilitates all admission, special registration, and awarding of undergraduate and graduate special session degree programs within University Extended Education (UEE). The evaluator interprets academic transcripts, the applicability of transfer courses, University regulations, and assessment of individual student records for admission and graduation clearances. The evaluator also serves as the administrative support to faculty coordinators regarding their degree programs, serves as a resource during the program/degree development process. This evaluator also serves as the expert with knowledge and expertise for the Interdisciplinary Studies Program, an individually designed special session graduate program, and assists with Chancellor’s Office reporting for the Enrollment Reporting Session—Special Session. Duties include, but are not limited to:

- Interpret, analyze and apply written regulations, complex procedures and University policies.
- Determine admission eligibility of first time, continuing, and transferring undergraduate and post baccalaureate/graduate students for UEE discipline based degree programs.
- Enter and maintain data related to student records: input admission decisions, change of degree objectives, classification changes, and deficiencies.
- Provide UEE program coordinators with admission information/decision. G.P.A. calculations and other additional documents required for making admission decisions to special session programs, as well as offer alternatives/options for students if ineligible. Issue letters of acceptance/denial to applicants for UEE programs.
- Respond to questions from faculty advisors and students regarding the admissions process, eligibility, and/or other concerns.
- Evaluate applications for graduation from both undergraduate and graduate UEE students, verify the completion of degree requirements, including confirmation of final project—thesis, project or comprehensive examination completion to all state support and self-support program students.
- Prepare and disperse letters to confirm graduation eligibility, clearance or denial.
- Advise students regarding options available in order to make successful progress toward remaining university degree requirements.
- Counsel students, faculty and staff regarding appropriate appeal processes.
- Notify UEE students and program coordinators of deficient courses, expiring/expired course work and provide University requirements for validation of expired course work.
- Advise and recommend solutions to degree applicants on the options available for successfully resolving deficiencies preventing award of degree.
- Reconcile ERSSs reporting for Chancellor’s Office—clean up catastrophic errors, ensure data is entered correctly by developing and running queries, ensure that coding changes do not affect ERSS, ERSA, or ESRD, handle all other Special Session reporting as requested by the Chancellor’s Office.
- Serve as program support/coordinator for Interdisciplinary Studies (IS) Program, including expertise in policy and procedures for each student proposal/program; track progress to degree and work with Faculty Advisor to ensure policy compliance; maintain external database for IS program participants; set up and execute communication plan; provide administrative support to IS Committee.
- Handle all Special Registrations and Individual Study as they pertain to Special Session students. Ensure that students submit all required forms and that coding is appropriately handled in PS, and that faculty and course information is accurately reflected so that information does not create error on APDB. Other responsibilities as needed and assigned.

MINIMUM QUALIFICATIONS:

- Equivalent to two years of academic records evaluation experience with the full scope of responsibility for making decisions regarding eligibility for the granting of degrees. Completion of a formal training program in academic records evaluation may substitute for one year of the required experience.

PREFERRED QUALIFICATIONS:

- Equivalent to the completion of a formal training program in academic records evaluations. Previous evaluation experience in a university setting
- Clear understanding of admission and degree requirements for both Stateside and Special Session programs, including Title V regulations.
- Experience using CSU Mentor: set up, testing, maintenance, downloading applications, and bio-browsing.
- Clear understanding of policies and procedures for both stateside and extended education.
- Experience with PS coding, validation, and reporting. Experience in writing PS queries.

SPECIALIZED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the format and interpretation of course records and transcripts of institutions of higher education.
- Knowledge of authenticating course credits and comparing records of differing formats, such as foreign records.
- Knowledge of campus curriculum requirements for majors, minors, terminal degrees, and special program designations.
- Knowledge of application of campus resource guidelines for making determinations using various criteria.
- Ability to be thorough, consistent and accurate in the interpretation of records against criteria.
- Ability to comprehend and interpret complex regulations or requirements and to apply them in the evaluation process.
- Ability to maintain resources which document and update criteria and to explain criteria and evaluations to others.
- Ability to make accurate records and to organize work to meet deadlines. Ability to safeguard the confidentiality and security of records.
- Knowledge and documentation processes and knowledge of organizing and assigning the work of a group.
- Ability to interpret and apply criteria related to unusual cases. Ability to organize and manage workloads.
- Ability to explain and interpret the application of complex regulations, requirements and criteria to individual student and faculty members.
- Ability to be responsible for all aspects of a functional assignment. Ability to instruct and lead the work of others in making evaluations.

SALARY RANGE: $1,713 to $2,427 per month plus excellent paid benefits.

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application, resume, and cover letter (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/in dex.html) to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please contact Dr. Helene Caudill at (209) 667-3407

APPLICATION DEADLINE: September 16, 2015

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the appointment status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3001. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at http://www.eeoc.gov/employers/upload/compliance/part355VoluntarySelf-IdentificationofDisability_CB.9_27_15_FINAL.pdf.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIBBS ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSONS INDIVIDUALLY CONSIDERED A ‘MANDATED REPORTER’ UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER HIBBS AS A CONDITION OF EMPLOYMENT. CLEARY ACT: IN COM-PLOIENCE WITH THE JEANNE CLEARY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: www.csustan.edu/UIPDImages/CampusCrimeStatistics/index.html