EMPLOYMENT OPPORTUNITY

POSITION: EVALUATOR I

ESSENTIAL DUTIES: Under the general supervision of the Director of Enrollment Services/Registrar, this position will perform duties to include, but are not limited to:

- Review and evaluate student academic records for applicants for graduation, determine that student has met all general education, major, and university requirements.
- Work with faculty to approve and/or clarify major requirements, communicate with students and award degree as appropriate.
- Meet with students and clarify any questions/concerns student may have regarding the requirements for a particular major, and/or graduation requirements.
- Determine undergraduate eligibility for all students seeking admission to the University.
- Assess records and provide course to course articulation, determine admission for students seeking as a first time freshman, lower division transfer, upper division transfer, or 2nd Bachelor’s degree, calculate GPA, assess and determine credit for military and foreign transcripts, interpret test scores for exemption from admission testing, advise students regarding admission to the University, validate courses for graduation, ensure student has met all major and university requirements for completion of degree.
- Serve as point of contact for faculty and staff, high school and community college counselors to provide specific information pertaining to admission, transfer coursework, graduation requirements, degree audit clarification, and other questions regarding area of expertise.
- Participate in Preview Day, New Student Orientation, assist with workflow for imaging project, assist with degree audit, and serve as CMS subject matter expert in the area of University admission. Other duties or projects as assigned.

MINIMUM QUALIFICATIONS:

- Equivalent to completion of a formal training program in academic records evaluation OR one year of academic records evaluation experience OR any 12-month combination of training and experience related to academic records evaluation.

PREFERRED QUALIFICATIONS:

- Demonstrated experience in PeopleSoft.
- Knowledge of CSU eligibility requirements. Experience in higher education.
- Demonstrated experience with interpreting transcripts from various types of colleges (e.g. community college, public university, private university).
- Familiarity with automated degree audit. Familiarity with undergraduate evaluations.
- Ability to handle multiple priorities and shifting deadlines.
- Bachelor’s degree.

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.
- Ability 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.

SALARY RANGE: $3,299.00 - $4,643.00 per month plus excellent paid benefits. (Position will typically be hired at or near the entry salary.) The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

APPLICATION DEADLINE: SEPTEMBER 27, 2017

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), cover letter, and résumé 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: Ms. Lisa Bernardo (209) 667-3094

A background check (which includes checks of employment records, education records, criminal records, civil records) 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 application 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 the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2929 voice and (800) 735-3929 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.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Ed1.24.14.pdf.

THE 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 HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS 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 1093 AS A CONDITION OF EMPLOYMENT.

9/13/17

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

www.csustan.edu/HR