

ADMISSIONS AND RECORDS EVALUATION TECHNICIAN

DEFINITION

Evaluates the academic records of incoming college students and of continuing students to determine probation, deficiencies, completion of graduation requirements, placement on honor lists, and eligibility for transfer to four-year institutions; explains evaluations and requirements to students and the public; and maintains various other records related to a student's academic standing.

TYPICAL DUTIES

Reviews transcripts of college credits of incoming students and determines whether they meet entrance and curriculum requirements and whether their grades require probationary status.
Evaluates college courses taken elsewhere to determine whether credit should be granted and refers difficult cases to administrative personnel.
Computes grade-point averages and determines students' status in regard to continuation, probation, disqualification, and selective service exemption.
Issues and receives petitions for graduation, checks students' records to determine eligibility for degrees, and prepares lists of graduates.
Explains requirements, deficiencies, procedures, and transcript evaluations to students and the public.
Notifies various college offices in regard to students' status.
Compiles data for reports.
May maintain or supervise the maintenance of official cumulative records and fill requests for transcripts.
May maintain the Los Angeles Community College District Catalog of Uniform Course Numbers and Titles.
May maintain or supervise the maintenance of other files and records relative to students, courses, and
May order diplomas, college catalogs, office supplies, and other materials.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Admissions and Records Evaluation Technician applies judgment and specialized knowledge in the evaluation of student records for the purpose of determining eligibility and status of entering students and of students who petition to graduate. The work is performed with relative independence and requires the ability to explain regulations and procedures to students.

An Admissions and Records Assistant performs a wide variety of clerical duties related to enrolling students and maintaining accurate and current records of students' academic status and progress.

An Admissions and Records Office Supervisor supervises and participates in the technical and clerical work of the unit at a smaller college day shift operations or the evening shift of a larger college.

SUPERVISION

General supervision is received from an Admissions and Records Supervisor, Registrar, Assistant Registrar, or from administrative personnel in college admissions offices. May assign and review the work of lower-level clerical personnel and student workers.

CLASS QUALIFICATIONS

Knowledge of:

- College courses and classes needed to meet graduation and transfer requirements
- Methods of obtaining data on course content in other colleges
- Regulations governing registration procedures and credit evaluation policies at various colleges
- Office clerical practices and procedures

Ability to:

- Interpret and apply written regulations
- Read and analyze course descriptions
- Write legibly
- Type accurately
- Use proper spelling, punctuation, and grammar
- Make routine mathematical computations
- Proofread accurately
- Work cooperatively and effectively with students, faculty, staff, and the public
- Supervise a small group of employees effectively

ENTRANCE QUALIFICATIONS

Education and Experience:

One year of clerical experience in a college admissions office **OR** two years of clerical experience with the Los Angeles Community College District.