

EVALUATIONS OFFICER

NATURE OF WORK

This is highly specialized work in evaluating transcripts for the University.

The employee of this class is responsible for the evaluations process of the Registrar's Office and is required to apply analytical ability and judgement in interpreting the accreditation status of academic institutions and determining whether course credits should be given. Work includes ensuring that the necessary data is provided; determining the accreditation status, grade and credits schedules of institutions; arranging for review of course content by the various academic departments; and advising students of evaluation results. Supervision may be exercised over assigned subordinate clerical personnel. Work is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews applications for advanced standing; analyzes circumstances surrounding requests and determines what information is required to clearly show the student's academic status; requests applicants to provide copies of their transcripts and as required, obtains copies of official transcripts and course descriptions from post secondary institutions.

Researches reference materials to determine the accreditation status of the institution; contacts national association when information regarding the institution is not available; establishes whether the institution is acceptable for consideration of transfer of credits.

Reviews admission requirements, grading schedules and course duration of the institution; analyses these areas for comparative purposes; searches for precedent of credits granted; recommends credit in those areas where policy has been established.

Forwards information such as transcript, course descriptions, grading scheme, course duration and other pertinent data to departments for evaluation; reviews recommendations received and contacts department head for further discussion when recommendations appear inappropriate; refers matter to supervisor for resolution when required.

Advises students of transfer credits granted and of requests that will not be considered due to institution's lack of accreditation status; sets up appointments with students for further discussion when required; prepares and codes appropriate forms for action; provides information on University transfer credit policies.

Receives requests for reevaluation of applications for transfer credits; takes necessary action.

Informs students of general University policies relating to residence and degree requirements, registration procedures and departmental regulations.

Supervises assigned clerical staff performing duties related to the processing of evaluations.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable clerical experience of a progressively responsible nature within the Registrar's Office; graduation from high school supplemented by completion of university level course work equivalent to second year standing; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of University policies relating to the granting of transfer credits.

Knowledge of University organization, rules, regulations and procedures.

Some knowledge of the principles and practices of office management.

Ability to make decisions in accordance with regulations and established policies.

Ability to research and use reference materials.

Ability to effectively communicate with individuals and groups both orally and in writing.

Ability to supervise work of subordinates.

Ability to understand and execute written and oral instructions.

Ability to establish and maintain effective working relationships with department heads, high ranking University officials, representatives of outside organizations and institutions, students and staff.

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1984.06.29

Confirmed: 2004.01.05