

## **GRADUATION SPECIALIST**

### **CLASS SUMMARY**

Under direction – Evaluates incoming transcripts for degree, certification, and certificate completion requirements; performs institutional credit and area evaluation for CSU and UC lower/upper division general education coursework; records and assesses AP, CLEP, IB scores, Military credit and Credit by Exam; prepares and presents all reports related to graduation data, including MIS; applies and advises on all appropriate Title 5 graduation requirements; and performs related degree audit and student records' duties as required.

### **REPRESENTATIVE DUTIES**

Evaluates and reviews incoming academic transcripts of coursework completed at Santa Ana College, Santiago Canyon College or other colleges/universities to determine completion of degree or certificate requirements; research courses from other institutions to determine equivalencies toward graduation or transfer requirements; advises personnel from other institutions on Santa Ana College/Santiago Canyon College course content and transferability; notifies student of eligibility or ineligibility for degree or certificate; creates statistical reports and analysis of degrees and certificates conferred; computes division honors for each graduation period and assists in the compilation of the commencement program; prepare and participate in annual catalog revisions; ensures the functionality of the degree audit system; answers general questions from students and counselors by telephone, email, and personal contact regarding graduation requirements; assists counselors, as requested, in analyzing student records; interprets admissions/records office policies and applies them in a variety of procedural situations; evaluates student records to determine completion of prerequisites for application to different program; Create/s orders diplomas and certificates utilizing customized software or from a third party vendor; performs admissions and registration duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of education or training equivalent to a Bachelor's degree and four years experience with college transfer coursework, admissions and records or counseling. Experience in college level transcript evaluation is preferred.

## **GRADUATION SPECIALIST cont'd**

### **Knowledge and Abilities**

**Knowledge of:** College policies and procedures related to degree completion and transfer to four year colleges/universities; articulation agreements; transfer equivalencies for degree completion; cumulative Grade Point Average calculation; modern student information systems (i.e. Datatel, Banner, PeopleSoft, etc); Microsoft office applications, such as excel, word, publisher, student databases, Powerpoint; Title 5 and Education Code as it pertains to awarding of degrees and certificates.

**Ability to:** Analyze, interpret, apply and explain legal mandates, codes, rules, policies, procedures, regulations, and guidelines; Establish and maintain comprehensive and accurate graduation files and records; Evaluate college transcripts with a high degree of critical thinking; Prepare and explain concise and complete reports on graduation data; Perform mathematical calculations with accuracy; Possess a high level of organization; Present to administrators, counselors, parents and students; Research and adapt to changing regulations and procedural requirements; Communicate effectively with the college community and students orally and in writing; Build and maintain cooperative working relationships with administrators, faculty, staff and students.