



RN19-08

Office of Human Resources & Employee Relations  
**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Coordinator, Evaluations **Full time, 12 months**  
**WORK SCHEDULE:** Monday – Thursday: 8:30am – 6:00pm  
Fridays: 7:30am – 11:30am  
*(Hours not to exceed 40 hrs. per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)*  
**SALARY:** Range 16, \$4,052.35/mo. + benefits  
**DEADLINE:** September 19, 2019  
**START DATE:** Anticipated October 2019

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**BASIC FUNCTION:**

Under the direction of the Dean of Enrollment Services, performs complex and responsible duties related to the evaluation of student records to determine graduation eligibility and certification of general education requirements. Performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Reviews and evaluates academic records and transcripts to determine graduation eligibility; determines eligibility for AA, AS degrees and Certificates; manages and directs the workflow for the degree and certificate evaluation process; notifies students of deficiencies and/or failure to meet specific requirements. (E)
- Interprets, communicates, applies and explain rules, state regulations, District policies and procedures related to degrees and certificates; provide technical information and assistance to students, department, co-workers, educational institutions, community organizations, and agencies to exchange information and coordinate activities related to evaluating student records. (E)
- Prepares, updates, and maintains graduation records, files, lists and statistics; maintain a variety of technical records and files related to evaluation activities and functions. (E)
- Trains and provides work direction to student assistants and other personnel as assigned; participates in selection and evaluation of student assistants. (E)
- Operates computer to update records (code graduates), input data (electronic graduation check), generate reports and verifies student information; assures accuracy and completeness of data. (E)
- Calculates GPA's for The Financial Aide and Transcript offices. (E)
- Maintains proficiency with required software including SCT Banner, Microsoft Access, Excel, and Word through periodic training courses.
- Orders diplomas, checks for name accuracy upon receipt and distributes to graduates. (E)
- Maintains library of other college catalogues.
- Maintains current knowledge with respect to academic programs, courses, and requirements. (E)
- Verifies accuracy of academic data entered into student information systems; verifies level, contents, unit values and grading system of courses for students who have taken academic work at other colleges; determines credits to be granted towards meeting specific requirements; consults with appropriate faculty, staff and administration to resolve problem issues. (E)

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**Annual Security Report** is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

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**REPRESENTATIVE DUTIES: (continued)**

- Certifies lower division general education transfer requirements including IGETC and CSU general education certification; evaluates and interprets policies on lower division transfer requirements between AVC and other institutions of higher learning; renders decisions on transferability and grading conversions. (E)
- Certifies nursing students to the State Boards for December and June graduates. (E)
- Assists in planning graduation ceremonies.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college course work in business, social science or related field and three years increasingly responsible experience working with student records and transcripts and involving frequent public contact.

**KNOWLEDGE OF:**

- College policies, procedures, graduation requirements, general education certification and course contents.
- Procedures and methods involved in the evaluation of student records and transcripts.
- Military service school equivalency credits.
- College catalogs, course descriptions, course numbering systems and course equivalencies.
- Computerized student information system.
- Record-keeping techniques.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer and applicable software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District, State and federal admissions and records laws, regulations, functions and activities.
- Modern office practices, procedures and equipment.

**ABILITY TO:**

- Perform a variety of complex and responsible duties related to the evaluation of student records to determine graduation eligibility and certification of general education requirements.
- Perform complex and technical clerical work with speed and accuracy.
- Analyze transcripts and make appropriate interpretive judgments.
- Explain rules, regulations and policies related to the evaluation of student records.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.
- Complete work with many interruptions.
- Train and provide work direction to students.
- Operate a computer and necessary software.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, other college evaluators, other educational institutions, community organizations, and students

**PHYSICAL EFFORT:**

- Dexterity of hands and fingers to operate a computer terminal.
- Sitting or standing for extended periods of time.
- Reaching to file and retrieve records.
- Light lifting of materials.

**WORKING CONDITIONS:**

- Office environment.
- Constant interruptions and frequent interaction with students, staff and the public.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: If college-level coursework or a degree **IS** required in the job announcement under "Education and Experience":
  - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.
  - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. Meeting minimum requirements does not assure the applicant of an interview. Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.  
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**AVC is an equal opportunity employer.**