State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Degree Evaluations and Projects
Reports to: College Registrar
FLSA Status: Non-Exempt
Level: 117
Position Class: C9957

Job Summary:
This position provides support for all functions of the Student Services area related to the admissions process, articulation, transcript evaluations, and graduation for specific student cohort groups. This position plays a key role in the development, coordination and implementation of the Curriculum Advising and Program Planning (CAPP) electronic degree audit, the transfer articulation module and the download of EDI (Electronic Data Interchange) transcripts. This position provides services to students, advisors, faculty, various departments, outside personnel and external agencies concerning post-secondary transfer work and articulation and requires a thorough understanding of the admissions processes, transferability of coursework, degree completion requirements, and Florida residency based on Federal and State guidelines, State Statutes and College policy.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Develops and monitors the functional area of the CAPP (Curriculum, Advising and Program Planning) electronic degree audit; including the initial certification of graduates.

2. Develops and monitors the functional area of the transfer articulation module and receipt of all EDI (Electronic Data Interchange) transcripts.

3. Analyzes and troubleshoots system problems concerning degree audits, graduation, student records and transcripts; reviews current processes, evaluates and implements changes for improvement.

4. Analyzes, authenticates, researches and processes official documents submitted for evaluation of all transfer credits for specific student cohort groups, including but not limited to acceleration and military credits and evaluates documents based on accreditation policy and guidelines.
5. Provides assistance and serves as a liaison to Student Development and other key departments for degree audit and transcript evaluations for all degree programs.

6. Completes degree audit/graduation checks in preparation for graduation each term; processes course substitutions upon final approval; corresponds with and notifies students regarding degree completion requirements.

7. Coordinates and manages the diploma printing process and the Diplomas on Demand software system.

8. Keeps abreast of current SACS and Florida Department of Education requirements and policies concerning accreditation, transfer work, common course numbering and university transfer prerequisites.

9. Determines classification of students as residents or non-residents of the State of Florida for residency purposes and assigns fees accordingly. This includes verification of receipt of all proper documentation prior to the classification.

10. Responsible for scanning and indexing files into the document imaging system. This includes creating, filing, maintaining and purging student records in compliance with Florida’s record retention requirements.

11. Supervises and trains personnel on transfer and degree evaluation processes; supervises student workers as assigned.

12. Serves on Campuswide committees as assigned, including but not limited to the Curriculum Development and Review Committee.

13. Assists with commencement ceremony activities as assigned.

14. Completes weekly statistical reports; monitors individual phone queues as assigned.

15. Serves as a backup for other personnel within the Department as needed; other office duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree or equivalent from two-year college or technical school and two or more years’ related experience and/or training; one year of programming or database experience; experience with college curricula and courses, transfer course articulation and experience with degree audits, or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead employee” with responsibility for scheduling and assigning work, training new employees and assisting others with problems.
• **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations. Ability to read, analyze and interpret technical manuals and governmental regulations.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations. Ability to define problems, collect data, establish facts and draw valid conclusions.

• **Computer Skills:**
  The employee must be proficient in word processing, spreadsheet, and Internet software; must be able to use College required database software. Requires database management and programming logic and knowledge.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
None

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has frequent contact with State College of Florida, Manatee-Sarasota faculty, staff and students.

• **External Contacts:**
  This position has frequent contact with the general public, high school employees, potential students, vendors, and other colleges and universities.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be
made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to stand, walk, sit and reach with hands and arms and occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Service Excellence: ALL State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   **RESPONSIVE**
   - Approach people in an inviting and pleasing manner
   - Take ownership of actions and decisions
   - Plan, anticipate, and be forward thinking
   - Answer and return phone calls and emails
   - Use proper communication etiquette
   - Banish the phrase “not my job”
   - Provide assistance to all inquiries and follow through

   **ACCURATE**
   - Do it right the first time
   - Be knowledgeable of product and how it interfaces with others
   - Ask probing questions
   - Use resources effectively and efficiently

   **COLLABORATIVE**
   - Participate in teams
   - Develop team skill sets
   - Learn available resources to be responsive to your constituents
   - Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to
work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>