

RECORDS EVALUATOR

Department: Student Administrative Services

Reports To: Director, Student Administrative Services

Position Summary: The purpose of this position is to contribute to the university by facilitating the recording and management of student records. This is achieved by auditing student credits from transfer through completion of degree; including evaluation of credits from other post-secondary institutions, recording student degrees and certificates to the transcript; coordinating the processing of and delivery of North Park transcripts, and serving as the institution's veteran's benefits administrator.

Essential Responsibilities:

- Receive and log academic transcripts sent by prospective or current students.
- Ensure that student academic records are accurate and complete by evaluating the transcripts and awarding credits of prospective and current students who present transcripts from other post-secondary institutions.
- Maintain continuity of the transfer process by overseeing transfer credit procedures and policies.
- Ensure that the North Park has current information about credits, courses, and transfer policies by maintaining source books and accessing catalogs from other institutions.
- Oversees the processing of requested transcripts by students and alumni to be sent to outside parties.
- Accept and record payments for transcript requests to keep accurate financial records.
- Act as a checkpoint for graduation requirements by coordinating and processing graduation audits. Communicate to students the remaining requirements necessary for degree completion.
- Informing divisions and schools of students who are eligible for graduation and providing commencement program information.
- Certify degree completion; keep files of recent graduates accurate by entering and maintaining their graduation record and/or education certification.
- Orders diplomas and coordinates delivery to students after the final grade submission at the end of the semester.
- Represents North Park to the Department of Veterans Affairs by meeting periodically with a representative and providing him/her with all necessary information, files, reports, and forms.
- Serve veteran students by advising them about the application process for their eligibility for benefits. Certify veteran student enrollment on a per semester basis using the VA website.
- Support the Director of Student Administrative Services by completing other responsibilities as assigned.

Essential Qualifications:

- Bachelor's degree
- Detailed with strong organizational skills and numerical aptitude.
- Strong customer service orientation.
- An understanding of accepted policies and practices in American higher education related to the granting of credits and degrees, course structures, and grading practices
- Ability to coordinate overlapping tasks and handle periods of pressure and stress
- A developmental understanding of post-secondary students and a desire to facilitate and encourage this development in a supportive and service-oriented environment.
- The ability to communicate effectively with students, administrators, faculty, staff members, and outside constituencies.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
- Ability to maintain confidentiality.
- Personal commitment to North Park's mission of Christian higher education.
- An ability to traverse stairs in and out of building.

Effective Date: January 2010 *NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*