# Credentials Evaluator 3
# Community Colleges of Spokane

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| **Job Title** | Credentials Evaluator 3 |
| **Department** | Staff |
| **Institution** | Community Colleges of Spokane |
| | Spokane, Washington |
| **Date Posted** | May 21, 2025 |
| **Application Deadline** | 06/02/2025 |
| **Position Start Date** | Available immediately |
| **Job Categories** | Professional Staff |
| **Academic Field(s)** | Admissions/Student Records/Registrar |
| **Apply Online Here** | https://apptrkr.com/6241644 |
| **Apply By Email** | |

**Job Description**


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**Credentials Evaluator 3**

**Community Colleges of Spokane**

**Location:** Spokane CC Main Campus Spokane

**Department:** SCC Transcripts

**Salary Range: $3,317 - $4,410**

**Starting salary for this position is: $3,317(Monthly)**

**Employees hired at the entry step of this range receive salary step advancement after six**

**months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

**About Us**

Spokane Community College (SCC) is a beautiful campus located in the inland Pacific Northwest, on the ancestral home of the Spokane Tribe, near the Spokane River. Our campus is not far from the urban center of Spokane, a mid-sized city with a high quality of life and quick access to the outdoors.

SCC is one of two accredited community colleges that comprise the Spokane Colleges. Serving about 15,000 students, SCC endeavors to be an educational leader and a responsive partner with the community and region, offering access to relevant programs of the highest quality. We offer state-of-the-art career technical programs (approximately 50% of total enrollment) as well as liberal arts/transfer programs (about 25%) and basic education for adults (about 25%), In addition to serving the urban and suburban population in greater Spokane, Spokane Colleges provides educational services to rural communities throughout a 12,302 square mile region in Eastern Washington. This region includes all of Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties as well as portions of Lincoln County.

SCC's mission is to provide all students with an excellent education that transforms lives and expands their opportunities.

**Applications will be accepted until 4:00 p.m. PST on 06/02/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

**About the Credentials Evaluator 3**

**JOB SUMMARY**

Under the general direction of the Associate Registrar, the Credentials Evaluator 3 is responsible for reviewing, processing, evaluating, and approving a wide variety of credentials to determine student course transfer credit, course equivalency, class standing, graduation eligibility, and degree transfers. With delegated authority, this position will approve or deny graduation based on the evaluation of academic credentials and initiate a notice of appropriate action.

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## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Run Academic Advisement Reports in ctcLink (PeopleSoft) for use in the evaluation of the completion of graduation requirements; grant or deny degree, certificate, or high school credential based on final evaluation; post degrees, high school credentials, credits and comments to the student's official academic record. Evaluate manually, if needed to verify the accuracy of audit results. Assist students in determining needed classes for graduation when appropriate. *
- Update and maintain ctcLink (PeopleSoft) and other databases and implement modifications as needed. This includes but is not limited to, graduation records, transcript records, converting student records into ctcLink from historical records, Academic Advisement Report program requirements, CTE Dual Credit, and Academic Credit for Prior Learning (ACPL). *
- Process outgoing transcripts and degree verifications through the National Student Clearinghouse. *
- Evaluate incoming Official Transcripts from other high school and college institutions. Use the automated process for institutions included in the course equivalency database in ctcLink (PeopleSoft). Hard-copy, pdf, or transcripts not in the course equivalency database must be entered manually. *
- Enter grade corrections for late/missing grades as needed at the end of each term. *
- Inform students of eligibility for a high school diploma, degree, or certificate within the institution. *
- Run and complete the grade lapse process each term for students having received "I" (incomplete) grades. *
- Consult with and interpret for departments, students, other institutions, and the public, on a variety of matters concerning graduation evaluation, procedures, and academic programs. Act as liaison between departments and students seeking information regarding specialized academic programs. Communicate with credential evaluators through the state listserv. *
- Prepare names of potential college graduates for inclusion in the Commencement Program to include graduates who will receive a cap and gown and honor cord for the Commencement Ceremony. *
- Order diplomas for high school and college graduates of SCC. *
- Respond to requests for information and provide lists of students to faculty and deans for award/employment/report purposes. *
- Serve on committees at SCC/Spokane Colleges as requested.
- May assist in the training of new evaluators.
- Act as backup to other Credential Evaluators.
- May direct the tasks of student workers.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes, and collective bargaining agreements. *

- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

*Indicates this is an essential duty.*

## COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about our competencies.

## MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution, or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Ability to learn community college credit transfer and graduation rules.
- Experience with Outlook, Word, Excel, and Publisher (Microsoft Office).
- Excellent verbal, written, and interpersonal communication skills.
- Ability to prioritize tasks to meet multiple deadlines while handling constant interruptions.
- Ability to complete projects with attention to detail and work independently in the absence of the supervisor.
- Ability to maintain a high level of confidentiality.
- Customer service skills.

**DESIRED QUALIFICATIONS**

- Bachelor's degree or higher from an accredited institution.
- Two or more years of student services or related office experience.
- Experience working with community college credit transfer and graduation rules.
- Knowledge/experience with Northwest Association of Schools and Colleges guidelines.
- Experience using a student management system (e.g., PeopleSoft, Ellucian, Workday, etc.).

**PHYSICAL REQUIREMENTS**

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Work directly with students/clients.

**CONDITIONS OF EMPLOYMENT**

- Full-time schedule (12 months, 40 hours a week).
- 6-month probation period.
- This position is overtime eligible.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

## Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

Public Employees Benefits Board

Additional benefits information

## Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation

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during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

**Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*
*Fred Davis | Chief Human Resources Officer*
*Spokane Colleges*
*P.O. Box 6000, MS1004*
*Spokane, WA. 99217-6000*
*509-434-5040*

**To apply, please visit: https://careers.ccs.spokane.edu/jobs/credentials-evaluator-3-spokane-washington-united-states-e5b0f431-1791-4ca4-92c9-41287cc55a91**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Community Colleges of Spokane

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