Credentials Evaluator 3 - Spokane Falls Community College
Community Colleges of Spokane

Job Title	Credentials Evaluator 3 - Spokane Falls Community College
Department	SFCC Admissions/Registration
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	May 28, 2025
Application Deadline	06/03/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/6251943
Apply By Email	
Job Description	

Image not found or type unknown

Credentials Evaluator 3 - Spokane Falls Community College

Community Colleges of Spokane

Location: Spokane Falls Main Campus

Department: SFCC Admissions/Registration

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

Credentials Evaluator 3 - Spokane Falls Community College
Community Colleges of Spokane

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 Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 6/03/2025. 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 - Spokane Falls Community College

JOB SUMMARY

Under general direction of the Associate Registrar in the Admissions & Registration department, 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. This position holds delegated authority to approve or deny graduation based upon evaluations of academic credentials, and to initiate notice of the appropriate action.

An essential responsibility of this position is the coordination and processing of student transcript requests for submission to external colleges, employers, and agencies. This includes reviewing, processing, and verifying requests using multiple computer systems to ensure they are completed quickly and accurately.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Certify and verify enrollment for students obtaining financial aid, insurance, employment, and

deferment of loan payments. Process fee waivers and fee credits according to established guidelines and procedures. *

- Review and certify transcripts and permanent records for accuracy, grade changes, repeats and credits. Interpret applicable admissions and records policies and apply them in a variety of procedural situations. *
- Process outgoing transcript requests and degree verifications through various online platforms in a timely manner and according to established guidelines and procedures. *
- Use student management system (PeopleSoft) and academic advising reports to collect data on transcript conversion, data entry, retrieve data, transcript review and printing, external transcript review, and to collaborate with instructional offices regarding college catalog data. *
- Update and maintain student management system (ctcLink) and other databases and modify 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, career and technical education (CTE) dual credit and academic credit for prior learning (ACPL). *
- Perform evaluation of incoming official transcripts from other colleges and universities. Use the automated process for institutions included in the course equivalency database in the student management system (ctcLink). Hard copy, PDF, or transcripts not in the course equivalency database must be entered manually. *
- Process reverse transfer files and evaluate transfer courses from community colleges, technical colleges, and baccalaureate institutions. Research and verify institutional accreditation while interpreting a wide variety of grading scales and academic calendars. Maintain positive and collaborative working relationships with departments across Spokane Colleges and SFCC, as well as with external academic institutions and agencies.
- Run academic advisement reports in ctcLink (PeopleSoft) for use in 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. *
- Inform students of eligibility for a high school diploma, degree or certificate within the institution. *
- May assist other Credentials Evaluators with managing the quarterly "unused course process" at SFCC which is a complex task involving building a report using queries, evaluating each student's degree requirements, informing students who have enrolled in a course not included in their degree plan, and serving as the liaison to counseling and financial aid.
- Respond to inquiries regarding institutional incoming course transfer policies and procedures via phone, fax, email, or in person to inform prospective students of the institution's application process and accept or reject courses from other institutions via electronic transfer. *

Credentials Evaluator 3 - Spokane Falls Community College
Community Colleges of Spokane

- Generate reports and maintain a variety of records, files and databases regarding numbers, pre-requisites, transfer credit evaluations, student profiles and transfer colleges attended for reporting purposes. *
- Utilize the retention suite of the TargetX customer relationship management (CRM) tool to communicate with students about transcripts and graduation. *
- Update and train Student Affairs staff regarding procedural changes. *
- Act as backup to other credential evaluators. *
- Train and direct the work of student employees. *
- Assist in other areas of student affairs as needed, including support for the annual commencement ceremony. *
- 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 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. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.

- Excellent written and verbal communication skills. Demonstrated ability to tailor messaging to different audiences.
- Experience with prioritizing tasks to meet multiple deadlines while handling frequent interruptions.
- Experience with effectively organizing multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality, and meet deadlines.
- Attention to detail regarding records, reporting data, data entry, and file organization.

DESIRED QUALIFICATIONS

- Bachelor's degree.
- Two or more years of work experience in higher education.
- Familiarity with admissions and registration rules and regulations, including the Family Educational Rights & Privacy Act (FERPA).
- Experience using a student management system (e.g., PeopleSoft, Ellucian, Jenzabar, Workday, etc.)

PHYSICAL REQUIREMENTS

- Work is performed in a semi-open office setting with frequent interruptions and background noise.
- Work is sedentary.
- Frequent use of computers.
- Work directly with students/clients.
- Move up to 25 lbs. occasionally in an office environment and at admissions/registration events. Team lifts are encouraged and to be used at the employee's discretion.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- 6-month probationary 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 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

Credentials Evaluator 3 - Spokane Falls Community College
Community Colleges of Spokane

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-falls-community-college-spokane-washington-united-states

Contact Information

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

Contact

SFCC Admissions/Registration

Community Colleges of Spokane

,