

Admissions and Records Evaluator, (Two (2) or More
Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Job Title Admissions and Records Evaluator, (Two (2) or More Positions)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Nov. 11, 2025

Application Open until filled

Deadline

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5139239/admissions-and-records-evaluator-two-2-or-more-positions>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from assigned supervisory or management staff, performs a variety of advanced level technical duties in support of Admissions and Records program activities including evaluation of transcripts; encodes and maintains degree audit and transfer equivalency systems including related programs, tables, reports, and functions; performs other Admissions & Records

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Specialist and Senior Admission & Records Specialist duties as assigned; prepares a variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating transcripts, encoding, and maintaining information in the degree audit and transfer equivalency systems. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are required to maintain up to date knowledge of degree audit systems and best practices.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide customer service related to assigned area; address and provide solutions to customer problems and concerns; respond to questions and requests from students and the general public; serve as technical resource; provide information regarding admissions and records procedures and functions.

Analyze, translate, encode, review, and maintain all college program and course-specific requirements and policies for degrees, certificates, and certifications in the degree audit and transfer equivalency systems; utilize the full range of functions including audit reports, tables, rules, degree exceptions, source and target articulation and curriculum requirements, course conditions, sub-requirements, course substitutions, waivers, student information, certificates, transfers, and grade criteria; ensure degree audit and transfer equivalency systems are up-to-date and reflect changes.

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Review, evaluate, and research incoming transfer records and transcripts/documents from other institutions; audit records including to interpret, equate equivalencies, and determine course content for degrees and patterns to ensure compliance with articulation Title 5 specifications; enter data into the college's degree audit and transfer equivalency systems as needed.

Evaluate student academic records for compliance with eligibility for transfer credit to the appropriate CSU and/or UC system including certification requirements that may be fulfilled by completing general education certification pattern or Intersegmental General Education Transfer Curriculum (IGETC) transfer pattern in alignment with articulation agreements.

Evaluate student academic records in compliance with District policy and the state education code with respect to Title 5 for students seeking Associate Degrees, Certificates of Achievement, Certificates of Competency, and other degrees/certificates.

Review waiver/substitution petition forms for course accuracy and compliance with board policies of curriculum; receive and process petitions for evaluation for –career technical certification; screen applications and send acceptance or denial correspondence.

Evaluate nursing applications for entrance into nursing program; ensure compliance with state board mandates, college curriculum, and documentation assessment; coordinate and maintain communications with Board of Registered Nursing regarding updates and changes of policies.

Interpret, advise, and assist faculty, administrators, and students in the evaluation of proper courses required for graduation, general education, I career technical certificates, certificate of competency, registered nursing program, occupational skills awards, and other programs offered; provide assistance in other evaluation–related issues including course content, equivalencies, course requirements, and course substitutions.

Verify eligibility and credit attained for classes completed by exam or advanced placement.

Advise students and faculty of course waivers or substitutions; advise counselors regarding student records; problem solve with counselors as requested in analyzing degree audit records and transfer equivalencies; make appropriate recommendations including plan of corrective action.

Work with appropriate constituents, including counselors, students, and faculty, to analyze, interpret, apply, and explain appropriate rules and requirements for program completion and

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

transfer credit as encoded in the degree audit and transfer equivalency systems; implement program specifications using proper syntax to build rules, requirements for programs, certificates and degrees offered by the colleges.

Advise faculty, administrators, and counselors from other colleges and universities outside of the District and/or state regarding course transfers and acceptability including course equivalencies and course content requirements; respond to inquiries from four-year colleges regarding evaluation of transfer requirements and articulated courses.

Research applicability of courses from private, independent, in-state, and out-of-state colleges and universities to ensure state and local requirements are met; research appropriate transfer courses for CSU GEC, UC IGETC, and CSU IGETC certification from other institutions; research and document the accreditation for colleges/universities.

Act as liaison to other departments and staff regarding degree audit and transfer equivalency systems; conduct workshops for users; develop and provide training and documentation to users on proper and efficient degree audit and transfer equivalency systems operations; assist users in resolving online/web data output.

Maintain appropriate documentation and records; identify, collect, and assemble source documents from appropriate college offices or units; enter information into appropriate database.

Analyze illegal repeat report; recommend students to be dropped from classes.

Test degree audit and transfer equivalency encoding for quality control purposes; test control of input and output documents; identify and correct encoding errors in degree audit and transfer equivalency configurations; determine degree audit and transfer equivalency data communication problem sources and resolve them effectively; perform complex degree audit analysis, process mapping, training and documentation for the degree audit program; identify, code, test, troubleshoot and maintain the Degree Audit program; review results with faculty and staff.

Compute statistical data; initiate queries and generate reports, lists, and documents; run batch audits as needed.

Prepare procedural manuals; update procedural manual with changes made to programs and new office requirements; provide recommendations for changes in operations and procedures.

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Attend and participate in pertinent college meetings and committees.

Maintain awareness of new trends and developments in the field; attend product user conferences and workshops; incorporate new developments as appropriate.

Perform a full range of Admissions and Records Specialist and Senior Admissions & Records Specialist duties and responsibilities as required in support of office operations and activities.

Interview, recommend the hiring of, train, and supervise staff and student assistants.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of an Admissions and Records program area.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the state education code.

District policies and requirements regarding admissions and records, transcript evaluation, transfer of credit units, appeal resolution, and general evaluation and transfer requirements.

Requirements for CSU and IGETC CSU/UC certification requirements.

Computerized data collection, management, manipulation, analysis, and reporting.

Techniques of testing and troubleshooting a data system.

Articulation of course work.

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles and techniques used in providing customer service to a diverse population.

Basic mathematical concepts.

Principles of lead supervision and training.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the assigned Admissions and Records functional area as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Independently perform the most difficult specialized office support, clerical, and technical duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.

Lead, organize, and review the work of assigned staff.

Understand the transfer articulation process and student academic data in relation to degree audit and transfer equivalency systems.

Analyze system processes and procedures and make recommendations to increase efficiencies.

Write reports and effectively communicate with technical and functional users.

Independently encode, test, and troubleshoot programs in degree audit and transfer equivalency

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

systems.

Effectively write user guides and present content to system users.

Understand and use system tools and encoding languages.

Adapt to changing technologies and learn functionality of new equipment and systems.

Research and evaluate information.

Analyze data and draw sound conclusions.

Analyze problems and identify alternative solutions.

Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.

Develop recommendations for problematic areas and implement and monitor changes.

Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.

Resolve conflicts and deal effectively with difficult people.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Report to work on a regular and consistent basis, as scheduled, to assigned job

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of two years of College level course work in business administration, computer information, or other related field; a Bachelor's degree or additional related experience is desirable.

Experience:

Three years of increasingly responsible technical experience related to admissions and records functions that includes two years of increasingly responsible experience related to the admissions functions and that demonstrates technical ability using application software tools to analyze information; experience with web-based applications highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

The conditions herein 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 job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to ensure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

Supplemental Information

Range 127 of the CSEA Salary Schedule

Work schedule: Monday - Friday (8:00 AM - 5:00 PM) - Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: Resume and Cover Letter

Admissions and Records Evaluator, (Two (2) or More
Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

Applications missing the required documents will not be considered.

Hour per Week: 40

Months per Year: 12

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:



Admissions and Records Evaluator, (Two (2) or More Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide

Admissions and Records Evaluator, (Two (2) or More
Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

Admissions and Records Evaluator, (Two (2) or More
Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268149>

Downloaded On: Nov. 11, 2025 3:14pm

Posted Nov. 11, 2025, set to expire Mar. 12, 2026

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

,