

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2015**

MILITARY STUDENT RECORDS TRANSCRIPT EVALUATOR

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

FLSA STATUS: NON-EXEMPT - PAY GRADE: 10 - C

GENERAL STATEMENT OF JOB

The Military Student Records Transcript Evaluator is responsible for evaluating military Joint Service Transcripts to determine transferability and provides support to all campuses concerning postsecondary transfer work and quality customer service to FSCJ students and external customers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Possess knowledge of accepted policies and practices in American higher education related to granting of credits and degrees, course structures and grading practices.

Analyze, authenticate and research documents submitted for evaluation of all transfer credit.

Evaluate documents submitted by degree-seeking transfer students. Determine transfer course work applicability and/or equivalency.

Review reports, modify student records, and other data elements as needed to support the automated on-line evaluation process of external credits and/or the automated release of student transcripts.

Ensure that transfer student academic records are accurate and complete by verifying and updating the transfer credits received from regionally accredited post-secondary institutions.

Answer, research, record and resolve all questions related to a student's transfer evaluation.

Assist in the development and maintenance of the electronic posting of evaluations through the on-line student records system, to include but not limited to, correcting/changing transfer record evaluations, reporting irregularities in the computerized discrepancies on FSCJ transcripts and keeping current of system changes.

Respond to requests by the Office of Financial Aid for completion of the files of students receiving VA benefits and/or Federal Aid to insure that all documents are received and all transfer credits have been evaluated in a timely fashion.

Verify course equivalencies for all FSCJ transient student requests to take courses at another institution to be transferred back to FSCJ.

Keep abreast of current SACS and Department of Education requirements and policies concerning accreditation and transfer work; pursues professional development opportunities designed to improve effectiveness.

Perform other related duties as required.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited institution and one (1) year of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree preferred. Must be computer literate and possess strong organizational skills; must be able to use the Colleges on-line student records system to complete most job functions. Knowledge of FERPA and a demonstrated ability to comply with confidentiality requirements. Strong interpersonal skills and the ability to work under moderately stressful conditions to maintain required level of productivity and to meet critical deadlines.

Knowledgeable of Joint Service Transcripts and various military versions.

Able to evaluate occupational specialties for the various military branches in relation to awarding of credit.

Ability to interact with MEI Program Specialist, Advisors, Base Enrollment Service Coordinators as well as other college and military personnel in evaluation of transcripts.

Ability to advise students on questions relating to transcript evaluation and impact on programs of study.

Knowledgeable of Navy occupations and courses.

Experience with the SOC agreement.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/15