



## Job Description

**Job Title: Degree Audit Specialist**

**JTC: CTK**

**Salary Range: N03**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the development and maintenance of degree audits each academic year based on approved program requirements and researches, troubleshoots, and corrects data anomalies as required. Process and generate a high volume of student degree plans in support of regulations in accordance with SACS (Southern Association of Colleges and Schools).

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience advising on degree audits, degree completion requirements, or curriculum management within a college. Experience working with degree audit systems in a higher education setting. Able to maintain compliance with state, federal and district policies and guidelines.

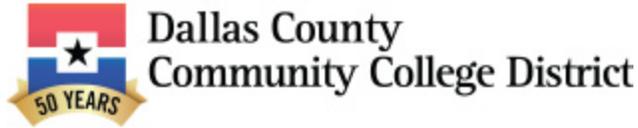
Ability to maintain consistent code standards and practices across the district to avoid unnecessary customization. Demonstrates problem solving skills and capable of prioritizing multiple assignments with good organizational skills. Demonstrate analytical skills to determine eligibility, approval or deny credit transfers.

Demonstrated ability to make decisions confidently and wisely. Exhibit the ability to engage campus departments in a collaborative approach to enhance student success. Ability to accurately and thoroughly document processes in accordance with established standards.

Experience and ability to positively function and multi-task in a complex client service environment and the ability to perform accurately in a detail-oriented environment. Ability to interpret academic program requirements and give advice to applicants on graduation requirements, credit transfer, and admissions.

Knowledge of applicable computer applications and basic computer functions. Able to communicate the progress of transcript evaluations with enrollment advisors and communicate with administrative staff regarding transfer of credit eligibility. Ability to deal with deadlines and customer demands and provide strong customer service.

### PHYSICAL REQUIREMENTS



Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

High School graduate plus four (4) years of work-related experience. Must have driver's license for off-site travel. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Process incoming official degree plan requests, review/research transfer work from other institution including international and military transcripts. Create, collect, research and analyze student degree audits for accuracy, and review other student documents for auditing purposes, verifies graduation status and makes corrections to degree audits in the computer system.

Respond to inquiries and provides assistance via telephone, email and create letters including student status letters. Identify transcript evaluations errors and report them to TEC and review TSI status. Process course substitutions, completion of degrees, post graduations, print diplomas and review state reports.

Collaborate with all department divisions to ensure degree plans are completed and substitutions are processed in a timely manner to ensure student success. Position serves as an information resource specialist for graduation processing, degree requirements and related governance and academic advising.

Interprets transfer guides and accreditation manuals. Maintain curricula degree audit documentation for all programming changes, system upgrades and code testing and troubleshooting errors. Assists in building a database for standard transfer equivalencies.

Communicates with colleagues, faculty, and various departments across college campus to ensure accurate decisions on course equivalencies. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*