

RANGE N05

**JTC NO. CX5
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Senior College Degree Audit Specialist

DATE PREPARED: Spring 2008

DATE REVISED: Fall 2008; Fall 2009; Summer 2012; Spring 2015; Spring 2017

GENERAL SUMMARY:

A senior (lead) level, highly technical position responsible for providing professional level work requiring the use of considerable amount of independent judgment associated with processing and generating a high volume of student degree plans in order to maintain in accordance with SACS (Southern Association of Colleges and Schools) regulations. Processes all incoming student degree plan requests, which includes evaluating necessary transfer work, posting of transfer courses and substitutions into the system requiring extensive knowledge of TSI rules and regulations and experience working with degree plans. Responsible for more extensive interaction with campus departments and staff regarding degree audit issues, in addition to students holding active degree plans, including record-keeping and tracking progress towards graduation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Adheres to strict student confidentiality guidelines.
- Responsible for the evaluation of all degree plans (automated and customized) and extensive data input in order to post and review input of all transfer work previously entered into the system to generate individual degree plans for students attending college.
- Identifies discrepancies with transcript evaluations, troubleshoots and reports issues to the Transcript Evaluation Center Coordinator as they arise.
- Interprets transfer guides, accreditation manuals and evaluations of international and military coursework.
- Reviews TSI status and post scores information as well as information related to all institutions attended by the students requesting a degree plan on file.
- Responsible for obtaining all necessary forms and authorizations from the appropriate authorities in order to enter substitutions into the system.
- Participates in district-wide committee(s) to create, revise and/or propose procedures and standards as relating to degree audit. Willingness to take on additional committee leadership/responsibility.
- Maintains relevant records including databases for various purposes. Performs research, analyzes results, and prepares summary reports.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Prepares correspondence in relation to student individual degree plans and transcripts. Maintains regular interaction and follow-up with students.
- May also be responsible for the graduation process including confirming degrees, determining eligibility for graduation, coordination with campus bookstore in relation to cap/gown ordering, generating graduation programs, diplomas and certificates, prepare commencement ceremonies, post and confirm graduation, etc.
- May also be assigned to perform degree audits and provide advisement for specific group(s) and/or programs as deemed necessary, such as but not limited to, Veteran Affairs program students, Financial Aid program, Tech Prep, Rising Star, etc.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years in an admissions environment, including three years experience working with degree audit/plans **or** Associate's degree plus six years in an admissions environment, including three years of experience working with degree audit/plans **or** graduation from high school plus eight years in an admissions environment, including three years experience working with degree audit/plans. Requires advanced knowledge of computer technology to process and generate degree audits/plans. Ability to generate reports, access data, and communicate relevant information to staff and management. Ability to interpret and apply applicable policies, regulations, and rules and make decisions requiring independent judgment. Ability to safeguard sensitive and confidential information. Ability to keep complex records; prepare reports; and meet the public in situations requiring tact, diplomacy and poise. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***