CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DEGREE AUDIT/STUDENT EDUCATION PLANNING SYSTEM COORDINATOR

*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 of the Director of Admissions & Records or Dean of Enrollment Services, this position assists in the planning, evaluation and implementation of the College's Student Success and Support Plan (SSSP) in areas related to Degree Audit/Student Education Planning (SEP) systems. The incumbent will also work collaboratively to develop systems to support efforts to increase degree and certificate completion; ensure priority enrollment systems to meet SSSP mandate requirements; and to provide continual training to end users and students on the use of the degree audit/student education planning systems. Additionally, the position will serve in a lead capacity in creating processes to ensure evaluations and incoming transcript course-to-course articulation methods are efficient and responsive to SSSP mandates for SEP development.

DISTINGUISING CHARACTERISTICS

This position in this classification will work with a high degree of autonomy that requires extensive knowledge of the degree audit/student education planning software application and functionalities, SSSP implementation guidelines and requirements, and experience in degree and certificate evaluations. Furthermore, the position will serve in a primary role in the oversight of the degree audit/student education processes; working collaboratively with Information Technology Services (ITS), counselors, evaluators, administrators and students to ensure quality and accurate data output and compliance with college catalog, degree and certificate requirements. The incumbent will also work closely to identify catalog and course rubric issues that may impact student access to courses, registration, and other issues that may present problems with the degree audit/student education planning system.

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.

1. Perform a variety of specialized, analytical and technical duties involved in the development, testing, evaluation and maintenance of the degree audit/student education planning system.

2. Provide direct support for counselors, staff and students on the use of the degree audit/student education planning system.

3. Create and maintain an online tutorial for students on how to use the system. Tutorial would have equivalent information as provided in-person.

4. Develop, report and maintain a list of degree audit technical/programming issues and their resolution to appropriately catalog discrepancies for future software upgrade reference.

5. Ensure degree audit/student education planning system upgrades properly reflect any changes made in the previous modifications to maintain ongoing system integrity.

6. Liaison with Academic Services to verify degrees and certificates are properly categorized and noted in the college catalog. Produce matrices of college degrees and certificates; and assist in catalog production preparation.

7. Ensure the college's major list accurately reflects all current majors offered by the college; ensure appropriate set-up in Banner, CCCApply and the degree audit/student education planning system.

8. Create and maintain procedural documentation for degree audit/student education planning system.

9. Work with Articulation Officer and discipline faculty to investigate and recommend software that will improve efficiency and accuracy of course-to course articulation evaluations.

10. Develop follow-up systems and processes to support SSSP efforts to increase degree and certificate completion.

11. Assist in the assessment of evaluator workflow process implications due to the implementation of the degree audit/student education planning.

12. Work collaboratively with Director/Dean to ensure priority enrollment system meets SSSP mandate requirements.

13. Performs the complex and technical task of modifying, updating, and maintaining the computerized degree audit system.

14. Codify, store, maintain and validate data values in tables within the degree audit/student education planning system.

15. Test, maintain, document troubleshoot failures; develop and deploy workable solutions to problems as encountered.

16. Serve as a liaison to counselors and evaluators in using and interpreting the degree audit/student education planning systems; serve as a resource regarding degree certification policies and procedures; provide on-going training to student services, faculty and staff who will be utilizing the degree audit/student education planning system.

17. Provide a wide range of user-support functions, including responding to user inquiries and issues on a daily basis; develop and deliver training and informational programs and materials tailored to students and personnel.

18. Provide support for special student populations who will be required to submit degree audit/student education planning data output to establish or to continue eligibility for program services.

19. Generate reports utilizing degree audit/student education planning system student data output to assist in enrollment management and student education planning.

20. Identify and implement changes to the degree audit/student education planning system arising out of decisions made by the Academic Senate, Curriculum Committee, and/or other related groups.

21. Analyze software data output to ensure accuracy and compliance with college procedures and degree/certificate requirements.

22. Perform complex computer software analysis, process mapping, training and documentation for the degree audit/student education planning system.

23. Attend webinars and conference sessions to keep up to date on the latest encoding techniques and best practices.

24. Communicate with college personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

25. Coordinate with Counseling, Articulation, Academic Services to ensure accuracy of requirements and core curriculum data.

26. Collaborate with staff, counselors and administrators to resolve complex issues related to degree audit/student education planning system.

27. Work collaboratively with ITS to resolve software issues.

28. Attend and participate in various meetings, work groups and committees as assigned.

29. Act as a key resource for course-to-course articulation questions.

30. Perform additional complex tasks relative to assigned area of responsibility.

MINIMUM 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 and Skills:

1. Knowledge of and ability to interpret and explain rules, regulations, procedures, and policies regarding community college courses, curriculum, degree/certificate completion and transfer requirements.

2. Familiarity with community college credit evaluation policies and procedures.

3. Ability to analyze and solve software issues.

4. Excellent logical and organizational skills, attention to detail and ability to formulate logical solutions to complex problems.

5. Capable of developing logical tests to verify that the system meets performance criteria.

6. Flexibility to adapt to computer software application upgrades.

7. Knowledge of degree and certificate evaluations and course to course articulation.

8. Excellent oral and written communication skills.

9. Ability to establish and maintain cooperative and effective relationships with peers, department personnel, faculty, staff, students and administrators.

10. Ability to design and deliver training programs to end users.

11. Ability to stay informed and up to date regarding curriculum changes.

12. Banner experience is preferred.

13. Ability to work independently with little direction.

14. 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.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university.

Experience:

One year of professional experience related to the duties and responsibilities specified, preferably in government or education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

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.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.
       This is a categorically funded position and continuance of employment is based
       on availability of funding.

Adopted by Board of Trustees on November 17, 2015
Effective: November 18, 2015
Job Family: Technical-Paraprofessional