Title: Academic Evaluator

Pay Scale Group: 14-1

Essential Function

Under general supervision from a designated administrator, review, analyze, assess and process information for the operational activities of a college and/or department.

Characteristic Duties

Review, analyze research, process records; create, encode and maintain degree programs;

Manage and plan daily operational activities (i.e., monitor degree program requirements; process degree audits, encode curriculum changes, etc.);

Maintain, update and test software and data systems (i.e., UniverSIS, DARS, etc.); generate reports, analyze and interpret data;

Interpret and monitor degree requirements, degree progress audit source descriptions and respond to student and advisers inquiries about degree audit encoding;

Act as liaison with campus departments and colleges, students, admissions, registration, advisers, faculty and staff;

Revise information and implement procedures; maintain compliance with state, local, federal and University policies and guidelines including Ohio Board of Regents Transfer Assurance Guides (TAGS) and University General Education requirements;

Coordinate and administer training for faculty, advisers and staff;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with one (1) year experience; -OR- Associate's degree with three (3) years’ experience; -OR- five years’ experience; experience must be in admissions, registration, student services or a related field.