Classification Specification for Unclassified Service

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Title: Senior Academic Evaluator

Pay Scale Group: 15

FLSA: Exempt

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 report, analyze and interpret data.
- Interpret and monitor degree requirements, degree progress audit curriculum guides and respond to student and adviser inquiries about degree audit encoding.
- Act as liaison with campus departments and college, students, admissions, registration, advisers, faculty and staff.
- Revise information and implement procedures.
- Coordinate and administer training for faculty, advisers and staff.
- Maintain compliance with state, local, federal and University policies and guidelines including Ohio Board of Regents Transfer Assurance Guides (TAGS), Ohio Transfer Module (OTM) and University General Education requirements.
- Train new Academic Evaluators in conjunction with the Director.
- Develop policies and procedures.
- May provide workflow oversight for support staff and guidance/assistance to Academic Evaluators.
- May assist in budget preparation and monitor expenditures.

An affirmative action/equal opportunity institution
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- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

**Unusual Working Conditions**

- N/A

**Minimum Qualifications**

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in admission, registration, student services or a related field. Experience may also require at least one (1) year supervision.