AUBURN
Human Resources

University Transcript Evaluator I

Job Description

JOB INFORMATION

Job Code	AD34A
Job Description Title	University Transcript Evaluator I
Pay Grade	SR05
Range Minimum	$36,640
33rd %	$41,530
Range Midpoint	$43,970
67th %	$46,410
Range Maximum	$51,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Evaluates, interprets, and determines general core curriculum work from other institutions of higher education and Auburn University equivalencies.

RESPONSIBILITIES

- Evaluates transfer credits from other accredited institutions of higher education to determine applicability to Auburn University's general core requirements.
- Assesses curriculum content, evaluates, and compares coursework to Auburn University equivalencies and administers approvals or denials for credit.
- Updates curriculum changes through scribing/coding in the student degree audit program.
- Serves as a resource and liaison to Office of Student Affairs, Curriculum Committee, University Advisors Committee, Camp War Eagle, and Academic Affairs.
- Matriculates and formulates military experience equivalencies and military training/instruction school credit.
- Schedules committee meetings, advises, prepares and processes all appeals for the Academic Appeals Committee keeping the student informed of all actions and procedures involved with the appeal.
- Processes all AP scores ensuring credit for incoming freshman enabling a seamless registration for Camp War Eagle participants.
- Collaborates with Auburn Study Abroad program to assess credit earned abroad and equivalences ensuring all students participating receive transcribed credit and grades.
- Communicates University policies and procedures relating to functions of the Office of the Registrar in abidance to Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in University policies, regulations, procedures, and curriculum.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Education, Business, Liberal Arts, or related	and	0 years of	experience in advising or counseling, admission processes, or academics in higher education.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.