



Job Description

Job Title: Senior Degree Audit Specialist

JTC: CTJ

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Leads the day-to-day process of all student degree plans and evaluates college transcripts. Encodes college, and degree requirements, and provides problem analysis and resolutions for end users.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advance knowledge of curriculum and academic program structures in a college setting. Advance experience advising on degree audits, degree completion requirements, or curriculum management within a college. Experience working with degree audit systems in a higher education setting. Understanding of Southern Association of Colleges and Schools (SACS) regulations in order to maintain accordance to policy.

Ability to apply rule sets to complex information, using logic, analytical techniques and deductive reasoning. Ability to gather data, compile information and prepare reports. Ability to maintain knowledge of current technological developments/trends in area of expertise.

Ability to work independently and as a member of a team. Able to build and maintain a rapport with students regarding degree plan status by communicating effectively. Able to attend campus events in order to build relationships with students and staff. Ability to conduct cross training with colleagues to learn new processes.

Demonstrate skills in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Demonstrate understanding of databases and software to provide appropriate information to students and staff.

Able to communicate the progress of transcript evaluations with enrollment advisors and communicate with administrative staff regarding transfer of credit eligibility. Ability to deal with deadlines and customer demands and provide strong customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree and two (2) years of experience. Must have driver's license for offsite travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Process all student degree plans, reads and evaluates college, military and foreign evaluation transcripts. Work with advisors regarding questions on degree plans and graduation. Submit evaluation requests to (TEC) Transfer Evaluation Center.

Evaluate transcripts and coordinates with District Evaluation Center when discrepancies are discovered. Identifies possible course substitutions to meet degree requirements and prepares petition paperwork and acquires necessary approvals. Trains newly hired college degree audit specialist on degree audit processes. Assist in the preparation of yearly commencement ceremony.

Works closely with the academic advisors, colleges, departments, and campus offices, to ensure the accuracy of degree requirements, core curriculum data, and college requirements, as well as working to resolve any degree audit situations for students, faculty, and staff. Serves as a liaison and works closely with the college's committees to develop and enhance the performance of the degree audit system.

Analyzes and identifies necessary amount of volunteers needed for each assigned area during commencement ceremony. Develop and prepare appropriate materials to promote the degree audit system to the college including training materials, handouts, reference guides, and forms. Assists with the implementation of programs related to Audit Degree Process.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.