



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PREREQUISITE/ASSESSMENT SPECIALIST

A Classified Position

[Grade 27 – Salary Schedule 60](#)

A. General Statement

Under direction of the Dean of Counseling, Advising & Matriculation, this position performs paraprofessional work involved with coordinating, implementing, and evaluating college prerequisite review functions, as well as the course challenge process for all divisions. The Prerequisite/Assessment Specialist also participates as part of the team of counseling services paraprofessionals involved with administering assessments, facilitating college orientation presentations, assisting in the coordination of counseling services and activities, and providing support to career, transfer services and articulation as needed. A high degree of independent judgment and creativity is required to adequately represent the college and to serve as a technical resource person for the Counseling Services division. Public contact is extensive and includes students, staff, other educational institutions, and the general public for the purpose of exchanging information and services. Consequences of errors in judgment can be costly in public relations, staff and employee time; however, management controls and prescribed procedures limit the risk of serious consequences. The Prerequisite/Assessment Specialist can train and lead the work of other clerical staff and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with students, faculty, staff, other educational institutions, and the general public regarding policies and procedures, confidential and other records, and services, programs and activities
2. Performs the complex and technical task of reviewing transcripts and curriculum information for the purpose of evaluating course equivalencies
3. Receives, reviews, and responds to student requests and discusses challenge policy and process with students to determine if a challenge is appropriate
4. Manages the course challenge process to ensure that challenge timelines are in compliance with state regulations and tracks challenge paperwork to and from appropriate faculty
5. Utilizes resource documents and databases to research course equivalencies

6. Maintains print and electronic records (WebXtender and SARS) of and audit trail documentation for the prerequisite evaluation process
7. Maintains a website on prerequisite review and challenge information, as well as assists with the maintenance of the counseling website
8. Disseminates information on campus and to the community to publicize the prerequisite office function
9. Manages external exam process for prerequisite equivalencies
10. Maintains override codes and information for the BANNER system
11. Makes presentations to small and large groups
12. Provides support to the Assessment Office and maintains evening testing hours for students
13. Provides college orientation workshops as needed
14. Updates and maintains procedural documentation of prerequisite function
15. Trains, schedules, and monitors the work of staff as assigned
16. Provides assistance to staff with resolution of more complex issues
17. Participates in college and district committee assignments
18. Provides support for the articulation function, including maintenance of the articulation website for the articulation officer (Dean of Counseling/Advising & Matriculation)
19. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in business administration, sociology, human resources, or a closely related field
2. Successful experience of increasing responsibility, preferably in educational enrollment services
3. Extensive public contact experience that has demonstrated respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups and abilities
4. Experience with program planning, implementation, and evaluation
5. Experience with training and leading the work of others
6. Experience with research, formatting, assessment and preparation of data for reports and other materials
7. Experience with the use of a variety of computer software to track and monitor data
8. Demonstrated skills in oral and written communication, including public speaking
9. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
10. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires individual, small and large group interaction; patience, tact and sensitivity; good memory and attention to details; multiple-tasking and prioritization; flexibility and adaptability; data analysis and comparison; oral and written communication; and team work in order to perform essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of community college courses, curriculum, graduation and transfer requirements; familiarity with community college credit evaluation policies and procedures.
2. Knowledge of articulation policies and procedures, including knowledge of ASSIST.org.
3. Knowledge of state colleges and universities and general education requirements; knowledge of applicable and available community, business, governmental and educational resources
4. Skill in establishing and maintaining respectful and sensitive working relationships with people who are diverse in their cultures, language groups and abilities
5. Skill in establishing and maintaining effective and efficient working relationships
6. Skill in training, directing and coordinating the work of others
7. Skill in interpreting and explaining rules, regulations, procedures and policies regarding prerequisite issues and matriculation steps for enrollment, graduation, degree, and transfer requirements
8. Skill in using a database and a variety of computer software to enter, modify, format and retrieve complex data
9. Ability to analyze and solve computer program software issues
10. Skill in oral communication, including public speaking
11. Skill in written communication
12. Skill in researching, compiling, and formatting a variety of statistical and other data reports
13. Ability to lead and participate in effective and efficient customer service work teams
14. Ability to work independently with little direction, including the ability to prioritize assigned tasks

(4/2014)