



Job Title	Academic Evaluator I, II	Job Code	AA0415, AA0418
Pay Plan	USPS, A&P	Pay Grade	15, 16
Union	AFSCME, Non-Union	FLSA Status	Non-Exempt, Exempt
Job Family	Academic and Program Management	Union Code	22, 0
		Subfamily	Academic Services

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Services Professionals provide services and support for operations of academic programs.

Job Summary

Evaluates incoming transfer credit for equivalency with content of courses required by the University. Maintains all transfer credit rules in database. Explains and/or clarifies academic policies/procedures related to transfer credit to students, staff, and other constituents. Oversees the maintenance and coding of undergraduate degree programs.

Representative Duties

1. Transfer Credit

- Trains colleagues in colleges on graduate transfer credit evaluation and e-form processes
- Maintains transfer credits rules in system
- Resolves audit related issues regarding graduate transfer credit

2. Administrative

- Assists in the graduation degree certification process each semester
 - Processes late paper intent forms
 - Contacts doctoral students and advisors regarding the Doctoral hooding ceremony at Commencement
 - Mails Diplomas
 - Communicates with the college contacts at each phase in the collaborative process of graduation certification
 - Awards degrees in the PeopleSoft system once all degree requirements have been met
- Assists in evaluating and processing program of study forms/eforms each term
 - Ensures that each student has a complete listing of coursework and non-coursework requirements in their GPS (Degree Audit) that will comply with the Catalog Year/Requirement Term, and ensures that UCF policies have been followed
 - Makes catalog year changes to the University's degree programs in the system upon approval
- Assists with monitoring and enforcing 7-Year Rule and ensuring timely completion of graduate programs
- Processes Change of Name forms; updates the name in the student database and document imaging system
- Communicates with graduate department faculty and staff, as well as other university offices to resolve student issues regarding admission, registration and graduation
- Provides high quality customer service to graduate students via phone, e-mail and in person
- Assists graduate students, programs, university support offices and others, or refers students to others for appropriate assistance

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	See Level Addendum below	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		
Must be able to follow oral and written instructions and possess solid reasoning ability as per current State class specifications. This position requires in depth knowledge of university policies that deal with graduate admission, graduate status changes and verification of graduation requirements. This requires a great deal of critical and analytical thinking. Must be able to use professional judgment and make independent decisions. Must be familiar with and able to read and understand data on the student information system. Must be able to communicate with other staff members, faculty, and students effectively and demonstrate strong interpersonal skills. Must demonstrate effective organizational and time management skills.		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I – AA0415 (Non-Exempt) Union-AFSCME Pay Grade 15 USPS

- High School Diploma or Equivalent
- Provides basic evaluating services

Level II – AA0418 (Exempt) (Non-Union) Pay Grade 16 A&P

- Bachelor's degree and 2+ years of relevant work experience
- Demonstrates knowledge, skills, and abilities to function autonomously as an academic evaluator/degree certification official for graduate programs

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.