

## Support Job Position Description

### Section I: Position information

Effective date	2024-12-11	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Intermediate Evaluator		
Position number	999636		
Classification level	R2		
Position affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Location	Alberta, Remote		
Department	Office of the Registrar		
Reports to	Coordinator, Admissions and Transfer Credit Services		

#### Position summary

Briefly describe the main purpose(s) of the position.

Provide information and assistance to students regarding admission requirements, policies and procedures, interpretation of degree regulations, evaluating transcripts and assigning transfer credit. Assist in the development and maintenance of evaluation policies and procedures by identifying areas that may require review. The nature of the work requires a wide knowledge of policies, precedent, and a sound understanding of complex regulations. Considerable initiative and independent judgment are required to make decisions within broad parameters. The work is performed with little or no supervision.

The intermediate and senior evaluator positions have been established to provide a development process for evaluators. Evaluators at both levels perform similar functions, but at varying levels of expertise. In other words, they all assess external transcripts from educational institutions, process additional credit and letters of permission. However, the incumbent's expertise will range from the ability to evaluate only Alberta universities to the ability to evaluate all documents worldwide as training toward the senior level progresses. The level of expertise (judgement, research skills, independence, familiarity with institutions, ability to handle large volumes) increases as a person progresses from intermediate to senior level.

#### Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Responsible for the evaluation of Canadian and American educational documents from universities, colleges, professional bodies and associations, schools of nursing, teacher training and technical institutions. Evaluations include university level, transfer guide, collaborative arrangements, and college level assessments. As training progresses toward the senior level the incumbent will evaluate foreign documents where preliminary research is provided by an external assessment service such

as IQAS (International Qualifications Assessment Service). Verifies own evaluations to ensure that each is fair and appropriate, and that consistency is maintained in the application of established criteria. This is complicated by the nature of the evaluation process where considerable individual interpretation of data is required, and each evaluation is highly individual in nature. The intermediate evaluator generally uses own judgment with some direction.

Assists with the research, collection, compilation and maintenance of data for educational institutions or education systems for which no prior precedents have been established. Data is housed in electronic format.

Liaises with Academic staff to determine program equivalencies for specific transfer credit rulings.

Assists with, interpretation of credential regulations, providing information on completed evaluations and general admission/transfer credit policies and procedures to students, other university staff and to external institutions.

Assists in the collection, preparation and maintenance of information related to Admissions/Evaluations.

## Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

### *Classification factors*

#### Context and complexity

Evaluates transfer credit for program students enrolled at Athabasca University. This is a highly complex process by which educational documents are evaluated in accordance with continually developing AU admission/evaluation policy, developing credential programs and diverse regulations. In every instance, reference must be made to appropriate calendars, transfer guides and/or guides on educational jurisdictions and reference documents/journals.

The nature of service provided and the expectations within the unit require a high degree of accuracy and particular attention to detail be maintained.

A high degree of independence is required in organizing and performing daily tasks.

Exceptional job pressure is created through responsibility for fast, efficient movement of large volumes of files each year through the evaluation process.

As part of the research for evaluations contact with internal and external academic staff or Registrar's Offices may be required to obtain additional information. Information obtained must be added to the appropriate files.

On an ongoing basis must stay up to date on changing policies, procedures, and regulations as a result of a rapidly changing environment.

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### Work problems

Extensive knowledge of educational jurisdictions and resource information. Collects information concerning educational institutions, programs of study, individual courses and grading systems. This requires a good knowledge of reference materials and resources outside Athabasca University (i.e. other universities), their locations, and the ability to generate correspondence to obtain the appropriate information if necessary.

Identifies variable conditions where evaluations do not fall under existing Admission/Evaluation policy.

Must remain flexible in dealing with new credentials and changing policies.

Must respond quickly to internal/institutional change and new information. For example, when new credentials are approved or changes to existing credentials are made, these changes must be reflected in the appropriate student's records.

Independently organizes own workload on a daily basis to ensure smooth flow of files, requests and queries through the admission and evaluation processes. Adjusts daily workload to handle special tasks or assignments.

Must be able to substantiate and document decisions made in unusual situations in the event of an appeal.

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### Authority

Performs duties within the scope of institutional policy and departmental policy but substantial opportunity exists for independent judgment with regard to evaluations.

An inappropriate decision or error made could have substantial impact on students. Errors are not easily correctable and would require considerable follow-up.

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## Contacts and communications

Frequent contact with the AU staff to explain and interpret admission/evaluation services policies and procedures.

Frequent contact with students to explain and interpret admission/evaluation policy and to resolve difficulties encountered by students.

Regular contact with academic staff in order to determine appropriate transfer credit to award.

Regular contact with Registrars/Deans/Faculty members at external institutions relating to evaluation of transfer credit

Maintain a high degree of confidentiality with respect to personal and academic student information used in the evaluation process.

### *Signatures for section I*

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

## Section II: Qualifications

### Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

Completion of grade 12 diploma and a minimum of one year post-secondary education plus one year experience in the evaluation of educational transcripts or an equivalent combination of education/experience may be considered.

An excellent understanding of the concept of transfer credit, the evaluation of educational documents and the standard guidelines for evaluation.

Substantial knowledge of post-secondary institutions in Canada and a general knowledge of those in the United States, their calendars, course descriptions and transcripts.

An excellent knowledge of standard reference guides and resource materials and the ability to use them efficiently.

Good interpersonal skills, including the ability to understand and serve students and colleagues.

Working knowledge of entry and retrieval operations of a computerized information system.

Good written and verbal communication skills

Excellent organizational and analytical skills.

Lesser qualified applicants will be considered at a lower classification.

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*Signatures for sections I and II*

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.