To apply, submit an employment application (click here for application), resume, and letter of interest to: Registrar
5301 S Highway 16
Rapid City, SD 57701

CREDENTIALS EVALUATOR POSITIONS
Position Description

Level of Position is Dependent on Education and Experience
Credentials Evaluator I:
1. Associates degree required; bachelor’s degree preferred; and
2. Experience working in a detail oriented position, preferably in a higher education environment.
3. Experience evaluating transcripts and prior learning assessments from institutions of higher education, preferred.

Credentials Evaluator II:
1. Associates degree required; bachelor’s degree preferred; and
2. Two years of experience evaluating transcripts and prior learning assessments from institutions of higher education.

Summary
The Credentials Evaluator performs transcript evaluations of coursework from other accredited institutions of higher learning and any documentation of prior learning submitted by students in accordance with the mission, core values, and purposes of the university.

Skills and Attributes
The Credentials Evaluator must possess the following skills and attributes: strong background in computers; excellent organizational skills; general office skills (filing, typing, answering of phone, customer oriented and attention to detail); excellent communication and interpersonal skills; legible, penmanship; a willingness to learn, research and process tremendous amounts of paperwork; ability to work independently toward established goals and deadlines.

Essential Functions
The Credentials Evaluator performs the following essential functions:
1. Evaluates transcripts, prior learning documents and educational credentials to determine acceptable transfer credit.
2. Accesses and enters computer data into appropriate software in regards to student records.
3. Provides quality customer service to all students, faculty and staff.
4. Files daily documents and updates student educational records.
5. Provides assistance in completing office projects, i.e. archiving records electronically and Degree Progress Audit.
6. Processes transcript requests and enrollment verification requests when needed.
7. Provides assistance and/or backup for international credential evaluations and military portal support (GoArmyEd).
8. Performs other duties as assigned.

**Required Work Hours**
Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**
1. The Credentials Evaluator reports to the Registrar.
2. This position has no supervisory responsibilities.

**Physical Requirements**
Must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.