



POSITION TITLE: Academic Evaluator & VA Certifying Official

DEPARTMENT: Registrar's Office

REPORTS TO: Registrar

HIRING RANGE: \$19.95 - \$20.85

FLSA DESIGNATION: Non-Exempt/Hourly

SUMMARY OF THE POSITION:

The Academic Evaluator & VA Certifying Official will be responsible for the proper evaluation of matriculated day (MD) programs. Alongside the Assistant Registrar, they will serve as the school certifying official for the MD population and will provide general reporting and records maintenance for all VA students. This position will also maintain policies and practices related to the evaluation of credentials and will be responsible for tracking degree progress and the posting of degrees in a timely manner.

CORE RESPONSIBILITIES:

1. Serves as the VA certifying official for all Matriculated Day Students
 - a. Coordinate VA benefit information with student accounts, student financial services, and student life departments.
 - b. Submit enrollment verifications to the VA for each term during the academic year.
 - c. Ensure that only those courses that apply to the student's program are certified via VA-Once.
 - d. Keep up-to-date on state regulations and state education benefits for veterans and/or eligible person.
 - e. Notify the State Approving Agency (SAA) of any substantive program, policy, and approval criteria changes.
 - f. Attend VA training opportunities.
2. Maintain and/or report records of VA students in the Colleague system
 - a. Retain file of certification documentation, records of academic progress, prior credit transcripts and evaluation, registration documentation, tuition and fee charges, and other applicable student documentation
 - b. Ensure all records are available for inspection for the Department of Veteran Affairs (DVA) or SAA.
 - c. Run reports each term to ensure Whitworth remains in compliance with all enrollment restrictions set by the DVA.
3. Serve as a student advisor regarding academic credits and progress towards graduation for day students
 - a. Approve or deny waivers and substitutions related to academic programs.
 - b. Ensure all major/minor changes are complete (including tracks and concentrations when appropriate) and posted to the student record.
 - c. Notify advisees and their academic advisors of degree progress and final graduation requirements.

4. Evaluates academic credits and maintains credit evaluation practices for the Registrar's Office
 - a. Ensure the consistent evaluation of transfer credit for all programs and students.
 - b. Maintain expertise in technology as it relates to academic programs, evaluations, degree audits and the VA certifying process.
 - c. Coordinate evaluation and posting of credits for AP, CLEP, DANTES, and IB programs.
 - d. Serve as the liaison with faculty to determine course equivalency of external courses and Whitworth courses.

KNOWLEDGE SKILLS AND ABILITIES:

- Demonstrated effective oral and written communication skills, interpersonal and organization skills.
- Experience/proficient in using different software systems as they apply to the workplace (such as Microsoft Suite).
- Exceptional problem-solving skills.
- Ability to work with confidential information.
- Ability to work as part of a team in a fast-paced environment.
- Demonstrated customer service experience.
- Ability to prioritize and manage multiple tasks.
- Willingness to learn and adapt to new technologies and processes.
- The ability to meet the physical requirements of the position, including the ability to sit, bend, stoop, walk, and stand for extended periods of time.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- A commitment to diversity, equity and inclusion.

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree or an equivalent combination of education and experience.

Experience: 3 years of work-related work experience.

PREFERRED JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with Colleague and Self-Service Student Planning.
- Knowledge of veteran's education benefit programs and certification forms and procedures.
- Willingness to cross-train with other positions within the office.
- Proactive about updating and/or improving processes as student needs change.

ORGANIZATIONAL RESPONSIBILITY OF THE POSITION:

No direct reports.

Licenses or Certifications:

None required.

ADDITIONAL REQUIREMENTS: A background check and sexual misconduct check will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.

All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.

About Whitworth:

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

Our Benefits:

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.