

Credential Analyst - San Diego campus

The Credential Analyst (CA), under the general direction of the Assistant Dean is physically based at the San Diego campus. The CA is responsible for providing candidates with information and guidance about credentialing/certification requirements and to ensure that the University follows state regulations. The Credential Analyst performs complex and specialized technical assignments to assure a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates and permits. Serves as a resource to provide current information to students, staff, and members of the faculty on matters regarding State credential/certification requirements and University policies and procedures. Relies on experience and judgment to plan and accomplish goals.

TYPICAL DUTIES AND RESPONSIBILITIES (No more than six examples)

This is not an exhaustive task list but a list which provides the candidate with an idea of job expectations.

1. Provide credential/certification advising to candidates regarding the University's credential programs. Advise candidates, graduates, and others regarding credential issues (internships. Clearing, renewing, or adding credentials). Collaborate with school districts regarding internship and fieldwork requirements. Remain current on state teacher certification requirements including the California Commission on Teacher Credentialing (CCTC) and Arizona State Board of Education requirements.
2. Evaluate, process, and submit credential recommendations in compliance with state regulations. Verify completion of requirements and certify all candidates for recommendation.
3. Assist candidates in the application for Certificate of Clearance prior to registration for student teaching/internships.
4. Monitor and compile reports and data required for program accreditation.
5. Present credential policies and procedures information during relevant events.
6. Other duties as assigned.

POSITION QUALIFICATIONS

Education: Minimum of a Bachelor's degree. Master's degree preferred. experience in processing credential applications and academic

Certificates and Licenses: Minimum of 3 years of experience in higher education in credential review/student records/ academic advising/teaching or related function

Essential Job Functions: Excellent communication skills and the ability to relate to and serve faculty • A high standard of computer skills and ability to learn new programs • The ability to work independently and be self-motivated • The ability to be accurate in details • The ability to explain complex requirements in clear and concise terms • The drive to encourage, direct, hold accountable and guide candidates toward task completion. Ability to use Access and Excel to create databases, forms, queries, and reports, as well as be able to create data entry forms in Adobe.

Other Requirements:

- Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse background
- Proven ability to work effectively as a team player
- Highly motivated, focused and results oriented

- Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality always
- Ability to manage multiple tasks per required deadlines
- Maintain composure under high stress conditions
- Ability to be optimistic, positive, and supportive in all interactions with others
- High level of accuracy and attention to detail

Background Check Requirements:

Employment is contingent upon successful completion of a background check.

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