



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: June 9, 2008
Working Title: Credential Analyst I
Reporting Unit: College of Education
Requisition Number: 13382
Salary Range: \$3,192/month - \$4,530/month
Hiring Range: \$3,192/month - \$3,410/month
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: June 23, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Credential Analyst I
Bargaining Unit: Academic Professionals of California

About the Position

The Connie L. Lurie College of Education's mission at San José State University is to prepare educators who have the knowledge, skills, dispositions and ethics that ensure equity and excellence for students in a culturally diverse, technologically complex, and global community. The College has an excellent opportunity for a Credential Analyst I. The incumbent will report to the Associate Dean for Administrative Affairs and will be responsible for reviewing credential applications and recommending whether or not a credential, certificate or permit be recommended for issuance.

Responsibilities include, but are not limited to:

- Processes all documents required for credentialing.
- Advises candidates or other clients about program and credential requirements.
- Ensures that all applications for credentials comply with State Standards and CA Education Code.
- Works with Credential Analyst II in the preparation and delivery of presentations and workshops for students regarding credential applications; preparation of standard reports and in response to requests from the Dean's Office or other campus units or external agencies.
- Maintains credential files and student records and creates and revises forms, handouts and informational brochures related to the credentialing process.
- Enters data, maintains and pulls data reports from the Credential Office's internal database.
- Acts as a liaison with the CA Commission for Teacher Credentialing and other CSU system offices.
- Co-supervises student assistants.

Qualifications

One out of the three experience qualifications must be met:

1. One year of experience evaluating academic qualifications of applicants for public school credentials, certificates or permits or
2. Two years of experience processing academic records to determine eligibility for admissions or degrees. One year of college level education (full-time equivalent) may be equated for up to one year of the academic record processing experience or
3. Two years experience performing technical, clerical or secretarial duties involving formulation, revision or interpretation of academic requirements or courses. One year of college level education (full-time equivalent) may be equated for up to one year of the technical, clerical or secretarial experience.

Bachelor's degree is preferred.

Successful applicants must also possess:

- Ability to learn University methods, procedures, and practices; thorough knowledge of English grammar, business writing, punctuation and spelling.
- Ability to check and verify complex records, interpret academic documents such as student transcripts.
- Ability to coordinate multiple administrative and clerical tasks and meet deadlines.
- Ability to learn PeopleSoft; working knowledge of software applications: word processing, spreadsheet, database management.
- Thorough knowledge of State standards and requirements for teaching and service credentials.
- Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies.
- Strong oral and written communication skills; must possess excellent customer service skills.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](#) (www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.