

TITLE: <u>Transfer Credit Processor</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA420</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Evaluate and record credit equivalencies for general education and program requirements for transfer students requesting admission into the University. Knowledge of general office routines as well as an understanding of academic requirements is used to evaluate transcripts.

ESSENTIAL JOB FUNCTIONS

- Receive, maintain and relay information regarding academic background of transfer students. Obtain transcript materials and placement test scores on applicants for admission; audit transcripts for authenticity and ability of credits to transfer and fulfill general education and program requirements; post credits to be transferred and applicable University course equivalency information to student record.
- Answer and direct incoming phone calls. Provide information to students, faculty members, representatives of other colleges or universities and the general public regarding the transfer of credits to the University and general education requirements. Notify transfer students of transcript evaluation results and exemption from University course requirements.
- Maintain on-line transfer student credit records. Obtain information from other colleges and universities pertaining to course content and requirements; consult on-campus faculty specialists to solicit advice on credit equivalencies for courses, update equivalency charts used to evaluate transfer credits based on information received.
- Provide assistance to others seeking information on transfer credit evaluation policies and procedures. Access student records to provide information to students and academic units on course equivalencies and transferred credits; prepare correspondence relating to transfer students transcript evaluation.
- Provide functional supervision to a small number (1-3) of student and part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification performs responsible and independent credit evaluation as part of the admissions process for students wishing to transfer to the University. This level performs tasks which are procedural in nature. Incumbents must search for solutions or new applications within an area of learned skills and are expected to set their own priorities, subject to supervisory review and approval. Functional work direction may be provided to a small number (1-3) of lower level clerical and part-time and temporary positions. Incumbents must exercise keen attention to detail and the ability to communicate effectively with University personnel, students and the general public. This classification is typically found in the Admissions Office in the Division of Student Affairs and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Considerable knowledge of University policies and procedures pertaining to the transfer of credits from other colleges and universities.
- Ability to communicate effectively with others.
- Ability to prioritize work, with keen attention to detail.
- Ability to operate standard equipment.
- Typically, incumbents have held lower level student records support positions.