

Human Resources

Job Title: Office Specialist VI—Transcript Evaluator	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Reports to: Assistant Registrar	Location: Main Building
Department: Office of the Registrar	Division: Academic Affairs
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

The Transcript Evaluator provides accurate, skillful and complex clerical support and transcript evaluation services for the Office of the Registrar, working under strict deadlines with a diverse population of students, advisors, faculty and staff. Perform work in ways that contribute to the university's successful achievement of enrollment and retention goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize, review and evaluate undergraduate transcripts from other institutions in alignment with university transfer credit policy/transfer articulation documentation and enter acceptable credit for new students.
- Match transfer work with approved requests to take courses off campus and enter acceptable credit for matriculated students.
- Organize, review, evaluate and enter acceptable credit for CLEP, AP, DANTES, IB, military service and other college-level work.
- Assist in consulting with Department Chairs, Assistant Deans and Deans to build SEU equivalency guides/course articulations for other institutions' course catalogs.
- Assist in the building and maintenance of course articulation tables/transfer equivalency database and guides.
- Produce and verify Transfer of Credit Approval reports.
- Process Transfer of Credit Amendment Requests.
- Research, monitor and correspond with students with incomplete or partial transcripts.
- Add and remove registration holds for students with incomplete or partial transcripts.
- Correspond with advisors, deans, faculty, staff and students regarding transfer of credit policies, procedures and evaluation.
- Comply with all published university rules, procedures, guidelines, and laws/regulations relating to FERPA and confidentiality of information.
- Assist with graduation set up and ceremony as assigned.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and directly relevant work experience strongly preferred.
- Three or more years of related college or university experience strongly preferred.
- Two or more years of office/clerical experience required.
- Knowledge and experience with transcripts, student records, computerized record keeping, and databases strongly preferred.
- Excellent analytical, planning, organizational, and communication skills required.
- Accuracy, attention to detail and strong service attitude required.
- Ability to multi-task, problem-solve and research.
- Ability to deal with confidential student data and records.
- Ability to work under pressure of deadlines and heavy workload required.
- Ability to handle difficult situations and enforce unpopular policies with diplomacy and tact.
- Knowledge and experience with Banner student database, Windows, and Microsoft office suite strongly preferred.
- Ability to comply with workplace guidelines and attendance requirements.
- Successful completion of an employment and/or criminal background check required.