Transcript Evaluation Specialist /Articulation Coordinator

Department: Admissions

Position: Full-time with benefits

Responsibilities:

This person will be responsible for administering a system of transcript evaluation for domestic and international students and interfacing with on- and off-campus stakeholders to help the institution reach transfer enrollment goals.

Domestic and international transcript evaluation:

- Determine if institutions are accredited; evaluate transfer transcript coursework for SCU equivalencies.
- Be familiar with country equivalencies differences and accreditation of institutions.
- Develop a library of materials & training manuals.
• Provide preliminary transcript evaluations for students and agents when requested.

Contact with Cabinet, Advisors, Peers:

• Maintain regular contact with staff and leadership concerning equivalencies, articulation agreements, student questions, preliminary transcript equivalencies.
• Broaden procedures and safeguards for capturing more equivalencies and create a working database.
• Work with the academic community to design efficient and effective transfer tools and products.
• Respond to our advisors and inquiries from other colleges concerning equivalencies.

Answering Transfer/Transcript Questions:

• Meets with transfer prospects, applicants and students to answer questions regarding their transfer transcripts.
• Be able to discuss degree completion options and interpret core requirements for each major with transfer prospects and applicants.

Supervision & Training:

• Train and supervise student workers in transcript equivalency data entry and transfer processing.
• Train and supervise student workers during recruiting trips.
• Train Divisions and campus community in transcript equivalency data entry.
• Ensure that admissions department conforms to established policies and timelines.
• Develop a detailed Training and Procedures manual for transcript evaluation.

Communication Management:

• Integrate transcript evaluation into communication management e-mail templates.
• Establish new transfer admission tracks for domestic and international students while working with New Student Recruitment and International Programs.
• Collect, maintain, and report on data regarding AATP students to campus leadership.

Transfer Recruitment:

• Visit other colleges and develop a comprehensive set of procedures that complement/enhances recruitment efforts for transfer students (e.g. increase equivalencies from colleges, expand web usage as a transfer tool, incorporate program evaluation into transfer process.)
• Attend on- and off-campus transfer days in conjunction with campus recruiters

College Representative:

• Represent the institution on statewide transcript equivalency issues.
• Works with other college officials to develop and refine a state system of transcript evaluations and equivalencies.
• Work with other college officials to develop articulation agreements/pathways directly to SCU programs.
• Assist Community Outreach team when needed to aid in establishing fruitful relationships with local businesses and organizations.

Special projects as assigned.
Minimum qualifications:

- Bachelor’s degree.
- 3 years’ experience working in academic advisement and/or transcript evaluation.
- Knowledge of program or project planning and implementation.
- Experience developing and evaluating policies and procedures.
- Strong written and oral communication skills.
- Conduct independent research
- Analyzing data and drawing conclusions
- Designing and conducting training programs
- Interpreting state regulations
- Proficiency in Microsoft Office software

Preferred qualifications:

- Expertise on transfer of credit scenarios involving a wide variety of degree granting institutions.