Position Title: Academic Credit Evaluator & Records Processor

Department: Office of Student Records

Reports To: Registrar

Status: Exempt

This position is responsible for reviewing, evaluating, and posting a variety of credentials to determine student course transfer credit and course equivalency. This includes checking for document authenticity, handling the annual update and notification of revised transfer equivalency guides. Responsible for completing official transcript requests, including requests of former students of the Texas Wesleyan University School of Law and degree verifications. Position is also responsible for managing the Summer China Program, as well as issuing these student transcripts upon completion of the program.

ESSENTIAL FUNCTIONS:

1. Assist in evaluation and posting of transfer credit from external institutions within the context of undergraduate admission standards, enrollment management policies, and academic program selection standards to determine course transfer credit.
2. Maintain up-to-date equivalency documentation and guides for use by the University and external parties by working with Deans, Department Chairs, etc. to determine equivalency as needed.
3. Review credits from high schools and universities relative to Advanced Placement (AP), CLEP, International Baccalaureate Diploma Program (IB), Military, or other authorized providers.
4. Fulfill official transcript orders in timely manner for former TWU Law students (approximately 40 per month). Note many older law transcripts require corrections due to conversion issues.
5. Manage the section creation, registration, grading and issuance of transcripts for the China Program students.
6. Ensure authenticity of documents and that requirements have been met using established admission and graduation policies and guidelines.
7. Audit new student files to ensure all required documents received and communicate with students for missing items.
8. Assist with the catalog “accessibility” project annually.

General Office Work

1. Knows general rules, regulations and policies of the university and disseminates information to all constituencies of the university as needed.
2. Maintains professional level of confidentiality in all aspects of job performance and protection of student records.
3. Perform various clerical functions in order to maintain files, process required paperwork, and fulfill information requests.

Maintains a positive work environment by cooperating in a professional manner with the University Community

1. Arrives at work on time; remains at work for the full hours required.
2. Upholds all University policies.
3. Interacts courteously and respectfully towards faculty, staff, students, co-workers, and visitors.
4. Demonstrates flexibility in break and lunch schedule to meet University needs.
5. Serves as a substitute and assist with front desk work and answering office telephones.
6. Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

1. Associate's degree or a minimum of five years of either professional experience in a college or university registrar's office or professional experience at a higher education institution in a related administrative or academic department.
2. Experience working with transfer evaluation and official transcript release processes.
3. Knowledge, understanding and experience working with transfer course evaluation systems.
4. Demonstrated ability to work collaboratively with and relate effectively with students, faculty, staff, alumni, and other campus and outside constituencies.
5. Strong analytical and organizational skills with a demonstrated focus on attention to detail.
6. Excellent interpersonal, oral and written communication skills.
7. Ability to handle multiple tasks simultaneously and meet deadlines with little supervision.
8. Willingly support the Mission of both the University and Office of Student Records.

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