



**Connecticut State Community College
Job Description
Transfer Credit Evaluation Coordinator**

Salary Level:
CCP 16 (Subject to Willis)

Date Approved/Revised:
6/23/22

Position Purpose:

The Transfer Credit Evaluation Coordinator performs a full range of operations and administrative tasks in support of the admission and enrollment of students at CT State Community College. This position provides advising services to prospective students to assist them in enrolling in programs best suited for their academic area of interest. The position also performs outreach tasks to promote the enrollment of transfer, dual enrollment, and international students.

In collaboration with campus partners, this student-centered position will also include maintaining compliance with policies, laws and regulations set by the Board of Regents, CSCC, as well as local, federal, and grant requirements. The Transfer Credit Evaluation Coordinator must demonstrate a commitment to the values of inclusion, equity, and diversity and support the missions of the Office of Student Orientation and Onboarding.

Supervisory and Other Relationships

The Transfer Credit Evaluation Coordinator reports to the Director of Orientation and Onboarding and is directly supervised by the Associate Director of Transfer Credit Evaluation/Senior Transfer Evaluator.

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Evaluates transfers of potential applicants, accepted applicants, and currently enrolled students to determine course equivalencies and the appropriate application of those courses clearly indicating students' pathway to academic program of completion.
- Analyze applicants for admissions including academic transfers and related documents to provide preliminary assessment of applicants' qualifications; this may include verifying authenticity of transfers, determining acceptability of credits to the college and identifying equivalent courses in the college's curricula.
- Meet with applicants for admission to determine their career goals and to advise them on appropriate courses for their goals and preparation for transfer.
- Advise applicants individually and in groups on such issues as academic and career opportunities, how to enhance their competencies and general information on transfer, financial aid, and enrollment.
- Scrutinizing of college transfers for authenticity and evaluation of courses for appropriate articulated to equivalent courses and subsequent awarding of transfer credit including – Advance Placement examination, military service credits, credit by examination, and credit for prior learning applicants.
- Communications with students, parents, and guidance counselors on transfer admission requirements and procedures.
- Performs routine outreach prospective students and accepted students regarding preliminary transfer credit evaluation review, transfer credit evaluation status, pre-requisite waivers and overrides.
- Performs a broad range of administrative support duties to facilitate the transfer credit evaluation process such as composting and preparing correspondence to prospective students, accepted students – including transfer, dual enrollment, international, and military students.
- Assist in arranging and organizing on-campus events for visiting grounds such as prospective students, accepted students – including transfer, dual enrollment, international and military applicants to provide

admissions transfer information. These assignments include arranging for and scheduling facilities, equipment, and catering.

- Assist with all technology implementation related to transfer credit evaluation needs such as transfer credit evaluation platforms, student information systems such as Banner, reporting's software, document imaging software as well as any related transfer credit evaluation related software packages.
- Collaborates with key staff, including recruiters, selective admissions personnel, orientation and international student staff, guided pathways advisors, faculty and program coordinators regarding transfer credit evaluation and preliminary transcript reviews.
- Assist with the review and recommendations for further development and maintenance of policies and procedures as it relates to transfer credit evaluation policies.
- Provides college transfer credit evaluation information sessions.
- Provide input and maintain databases of transfer credit evaluation and course equivalencies to support course placement and transferrable course credits of transfer students.
- Assist in student file maintenance – technologies including Hyland OnBase, Hyland Transfer Capture, CRM (Customer Relationship Management) Recruit, Banner, Parchment and other transfer credit platforms.
- Adheres to FERPA (Family Educational Rights and Privacy Act) and other departmental policies, procedures, and regulations. pertaining to student records.

Professional Participation and Development

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies.
- Service on assigned committees, workgroups and task forces.
- Attendance and participation at committee, staff, informational and professional meetings.
- Participates in admissions, recruitment and enrollment events as required.

Qualifications:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Admissions, enrollment, advising, transfer evaluation services and FERPA.
- Navigating federal, and state laws and regulations related to admissions and compliance.
- Knowledge of transfer credit evaluations and course equivalency policies and practices.
- Strong information technology skills demonstrated through familiarity with college database systems preferred.
- Knowledge of the transition needs of dual enrollment, transfer, international and readmit students.
- Experience working in a higher education institution or similar environment.

These skills and abilities are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with 1-4 years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty, and staff gather. The work does not normally involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.