

# UPPER IOWA UNIVERSITY

Department:	Integrated Enrollment Center (IEC)
Location:	Fayette, IA (Main Campus)
Job Title:	Transfer and External Credit Specialist
Reports to:	Assistant Registrar

Level/Grade	Type of position:	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Part-time	
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

## GENERAL DESCRIPTION

The transfer and external credit evaluation specialist completes transfer credit evaluations and advising worksheets for new and continuing domestic and international students according to established time metrics. The specialist researches, evaluates and applies transfer credit to student academic records in accordance with established University policies. The specialist will provide support for the registration and grade entry functions for both domestic and international centers according to standard operating procedures. The specialists will provide prompt responses to email, voice, and other inquiries to ensure timely follow-up and outstanding service to students, faculty, and staff.

## PRIMARY DUTIES AND RESPONSIBILITIES

1. Enter transfer credit in student information system with appropriate academic requirement codes (ARCs).
2. Develop and maintain appropriate and accurate transfer articulation tables.
3. Process course substitutions and other exceptions within approved academic policies.
4. Develop, execute and distribute appropriate reports.
5. Collaborate with advisors and degree audit specialist.
6. Perform degree audits for candidates for graduation.
7. Promote a positive image of Upper Iowa University while educating students, faculty and staff on transfer credit and other records policies and procedures.
8. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development conferences/courses and attending training and/or courses as directed by the University Registrar.
9. Provides superior student/customer service to internal and external audiences.
10. Professionally represents Upper Iowa University to internal and external constituents, including students, prospective students, companies, organizations, faculty, and UIU centers and locations.
11. Generate advising worksheets for all accepted registered students according to established time metrics.
12. Perform other duties as assigned.

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### ESSENTIAL FUNCTIONS

1. Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
2. Ability to maintain confidentiality of records and information.
3. Ability to communicate effectively and appropriately.
4. Ability to demonstrate professional behavior with all University constituents.
5. Ability to work in a highly productive team that is positive and cooperative in a supportive environment.
6. Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
7. Ability to maintain records accurately.
8. Ability to handle multiple tasks while maintaining quality outputs.
9. Ability to give attention to detail.
10. Ability to work flexible hours based on IEC operational needs.

### MINIMUM REQUIREMENTS

1. Bachelor's degree.
1. Excellent oral and written communication skills.
2. Positive attitude for quality student/customer service.
3. Strong working knowledge of Email, Microsoft Word, and Excel.
4. Detail oriented.
5. Strong organizational skills.

### PREFERRED

1. Master's Degree in related field.
2. Prior experience in registrar or advising functions.

### ENVIRONMENTAL WORKING CONDITIONS

1. Sit at desk for long periods of time.
2. Work with personal computer, keyboard and mouse for long periods of time.
3. Walk across campus, ascend and descend stairs to attend meetings.
4. Lift up to 30 pounds delivering materials, moving boxes of forms, etc.
5. Indoors 95%.

APPROVED BY: Dawn Novak

DATE: *April 2, 2017*