

POSITION DESCRIPTION

TITLE: Assistant Director of Transfer Evaluation Services - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting to the Director of Transfer Recruitment, Admission, and Services, the Assistant Director of Transfer Evaluation Services is responsible for overseeing the academic transcript and evaluation process at St. Mary's College of Maryland (SMCM). This position works closely with faculty, staff, prospective, admitted, and enrolling first year and transfer students to evaluate and advise on transfer course and standardized testing (AP, IB, etc.) evaluations. The Assistant Director of Transfer Evaluation Services manages public facing databases, such as the Transfer Evaluation System (TES) and Maryland Articulation System (ARTSYS), that show how courses from other higher education institutions transfer into St. Mary's College. This position serves as a point of contact on course selection for students participating in the SMCM Pathway to Honors Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Manages, interprets, and evaluates college transcripts and other documents for prospective, admitted, and currently enrolled first year and transfer students to determine transferability and applicability of college courses.
- Manages the transfer equivalency data within the Transfer Evaluation System (TES).
- Manages the transfer course evaluation process with academic department chairs and associate deans in academic affairs.
- Produces accurate degree audits for prospective and current students and assists incoming first year students and transfer students with understanding the applicability of their transfer credit towards their SMCM degree requirements.

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- Tracks the denial of transfer credit per State of Maryland regulations and reports the data from the central student information system (for example, Anthology) to appropriate parties as required.
- Interprets and ensures compliance with state laws and regulations regarding transfer credit policy, including, but not limited to, the Transfer with Success Act, Prior Learning Examination Act, and the Credit for All Language Learning Act.
- Advises students who are participating in the SMCM Pathway to Honors Program on course selection at partnering community colleges.
- Processes, advises, and oversees the transfer credit pre-approval process for SMCM students. This includes students who are taking courses elsewhere between semesters, students who are studying abroad, and students who are taking courses while on leaves of absence.
- Responsible for the interpretation and evaluation of international transcripts for new and current students in alignment with academic policy.
- Serves as a resource for academic departments, community colleges, and off-campus agencies regarding the transferability of courses.
- Frequently works with faculty and staff members to ensure the maximization of transfer credit.
- Updates and maintains the Maryland State Articulation System (ARTSYS) to include SMCM equivalencies as well as the Program Transfer Guides (PTG).
- Develops and maintains a web-accessed database of SMCM course equivalencies available to prospective transfer students, SMCM students who are studying abroad and SMCM students who plan to take courses at another institution.
- Oversees the entry of AP, CLEP, IB, Cambridge, and DSST (DANTES) into the college ERP system.
- Provides information and support to effectively advise potential transfer students who are seeking information to attend SMCM.
- Attends transfer fairs at Community Colleges in the State of Maryland.
- Ensures that military credit from the Joint Services Transcript (JST) and Community College of the Air Force are properly evaluated.
- Collaborates with the Office of International Education to ensure effective transfer of credit processes for students studying abroad.
- Provides general college advising for potential, admitted and paid deposit transfer students.
- Maintains professional relationship with personnel from other colleges.
- Represents Transfer Admission, Recruitment, and Services at Admission Open Houses, Admitted Seahawk Days and other on-campus recruitment events.

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ADDITIONAL REQUIREMENTS:

- Demonstrated experience working with transfer policies and procedures.
- Knowledge of undergraduate curriculum requirements.
- Strong computer skills are required.
- Familiarity with online databases and student information systems that are central to providing transfer information and the recording of transfer credit on the student academic record.
- Ability to interpret and apply FERPA regulations when appropriate.
- Knowledge of international educational systems.
- Knowledge of transfer credit databases and systems such as ARTSYS and TES/CollegeSource.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree.
- Experience: At least three years of related experience in new student recruitment, admission, advising or transfer affairs is required, preferably in the State of Maryland.
- Advising experience is required.
- Must possess good written and oral communication skills, and be able to work flexibly and effectively with diverse constituencies.
- Must possess a high level of analytical skill and have the ability to make independent decisions of equivalence.
- Must possess a valid driver's license and be eligible to drive leased automobiles.
- Ability to lift at least twenty-five (25) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.