

## POSITION DESCRIPTION

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**TITLE:       Transfer Evaluation Coordinator (Exempt)**

**Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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**JOB SUMMARY:**

Reporting to the Registrar, the Transfer Evaluation Coordinator is responsible for all unofficial and official evaluations of transfer courses for SMCM equivalency for current students, students accepted to SMCM and for potential students. In addition to the responsibility of updating and maintaining ARTSYS, this employee will also develop and maintain a transfer equivalency database to be posted on the public SMCM website. This employee will be responsible for seeing that all approved transfer courses from official transcripts are entered into the college ERP system. The Transfer Evaluation Coordinator will be the contact person for students attending Maryland community colleges who request advising on classes to take at the community college that will transfer to SMCM to fulfill specific requirements.

**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.
- Responsible for the evaluation and system entry of the credits taken at other institutions for students who may be inquiring or applying for admission.
- Oversees the pre-approval process of transfer equivalency of courses taken by SMCM students. The populations served are students taking courses elsewhere between semesters, students who are studying abroad, and students who are taking leaves of absence.
- Provides transfer of credit advice to SMCM students.
- Responsible for the update and maintenance of the Maryland State Articulation System (ARTSYS) to include SMCM equivalencies as well as the Recommended Transfer Programs (RTP).
- Works with the Maryland ADAPTS program to provide information to the Maryland Community Colleges.
- Develops and maintains a web-accessed database of SMCM course equivalencies available to potential 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 and IBO into the college ERP system.

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- Collaborates with the Admissions Office to provide information and support to effectively advise potential transfer students who are seeking information to attend SMCM.
- Supports the Office of Admissions by attending transfer fairs at Community Colleges in the State of Maryland.
- Collaborates with the International Education office to insure effective transfer of credit processes for students studying abroad.
- Provides general college advising for potential, accepted and paid deposit transfer students.
- Maintains professional relationship with personnel from other colleges.

**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.
- Interpret and apply FERPA regulations when appropriate.
- Knowledge of international educational systems.
- Knowledge of the ARTSYS system.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree.
- Experience: At least three years of experience in a transfer related position is required, preferably in the State of Maryland.
- Some 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 have a valid driver's license and be eligible to drive leased automobiles.

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- Ability to lift at least 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.