

JOB DESCRIPTION:	Transcripts Evaluator		
DEPARTMENT:	Office of the Registrar		
REPORT TO:	Registrar		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#400150	DATE APPROVED:	05-MAY-2021
		DATE MODIFIED:	

SUMMARY: Provides a variety of assessment and enrollment services that requires a high level of attention to detail.

DUTIES:

1. Evaluates transcripts and equivalency of transfer.
2. Researches and reviews course descriptions to determine transfer of credit eligibility.
3. Assigns and maintains credits for advanced standing status. Builds all acceptable transfer equivalencies in BANNER.
4. Makes decisions that will impact articulation reviews.
5. Researches, analyzes, and develops processes for student records and transcripts processing and maintenance.
6. Communicates with students regarding their transfer credits. Communicates, collaborates, and maintains relationships with internal and external constituents.
7. Maintains accuracy of student records and data in accordance with all regulatory requirements.
8. Establishes articulation agreements with New Mexico and Arizona two-year schools for both general education courses as well as program-specific degrees.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate's degree in related field with 1 year of experience with detailed office, data entry, library, or similar work. Previous work in any public education system preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of applicable accrediting, licensing, regulatory requirements, standards, and reporting. Knowledge of personal computer word processing and spreadsheet production. Knowledge of HED reporting requirements. Skill in establishing and maintaining effective working relationships with faculty, students, and staff. Skill in following complex oral and written instructions, policies, and procedures. Skill in researching, compiling, and preparing reports and related information. Must be knowledgeable of University policies and procedures. Knowledge of all policies, regulations, requirements, functions, and activities of assigned department area. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)