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## Posting Details

Position Title	Transfer Credit Evaluation (TCE) Coordinator
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Pay Band	5
Level	1
Department	Admissions & Adult Student Services
Minimum Requirements	Bachelor's degree required, preferably in technological or student services. Master's degree preferred. Substantial experience in higher education setting desired. Supervisory experience a plus. Candidates with an equivalent combination of experience and/or education are encouraged to apply.
Required Knowledge, Skills and Abilities	Must be highly functional with Microsoft Office, basic database, email, document imaging, file transfer, and internet programs. Knowledge of Banner is desirable. Requires strong organizational and communication skills. Must be highly detail oriented. Requires the ability to communicate well with wide range of individuals including students, prospective students, professional colleagues, and institutional staff and faculty. Ability to manage multiple deadlines and high volume work-load. Able to represent the institution professionally regarding TCE. Knowledgeable in best practices for TCE and in FERPA regulations. Fluency in international transfer credit helpful.
Additional Comments Regarding Position	Required to work some evenings and weekends during peak transcript receipt. Able to travel statewide when related to transfer student recruitment. May be required to work from remote locations. Must be able to lift 50 pounds and possess a valid SC drivers license.
Special Instructions to Applicants	Salary is commensurate with education/experience which exceeds the minimum requirements.*
Salary	\$30,274 - \$36,720*
Posting Date	01-28-2010
Closing Date	02-19-2010
Posting Number	0600069

## Job Duties

Activity:	Essential or Marginal:	Percent of time:
1. Manages the evaluation process of all transfer credit for incoming students, which utilizes SIS Plus, Banner and imaged document applications. Develops statistical reports related to credit evaluations; uploads AP reports; stores faculty credit evaluations. Coordinates notification to students of their official collegiate TCE and follows-up on revisions. Advises incoming students during orientation programs.	Essential	40
2. Acts as faculty liaison with departmental TCEs and external course information which requires evaluation. Serves as primary institutional contact for transfer credit external information and internal data. Coordinates official TCEs with athletics to determine student NCAA transfer status eligibility.	Essential	15
3. Provides faculty with documentation on newly presented and non-standard courses. Builds Transfer Inventory (articulation) and ensures accuracy. Updates webmaster regarding published equivalencies. Evaluates and recommends software to perform timely, accurate EDI from other colleges, universities and high schools. Serves as institutional resources for TCE with other colleges, universities, high schools, and testing services. Builds workflow procedures for TCE documentation storage and retrieval. Ensures compliance with all FERPA regulations.	Essential	15
4. Manages all correspondence with students and prospective students related to TCE, including web, voice, and printed inquiries. Participates in Transfer Student recruitment and advising sessions. Counsels & advises students regarding their individual TCE related to their academic goals.	Essential	10
5. Preserves and catalogs documentation of departmental evaluations, international credential evaluations and student-provided documentation. Ensures accurate chronological history of institutional transfer credit policy documentation.	Essential	10
6. Oversees, trains, and evaluates temporary staff assigned to TCE regarding policies/procedures and credit awarding procedures for adequate coverage. Ensures universal standards and best practices in awarding of TCE for all students. Ensures adequate work performance and appropriate staffing during peak times.	Essential	7
7. Travels and assists recruiting in-state transfer students. Creates and presents information to groups and/or works with individual students to ensure understanding of transfer credit policies and procedures.	Marginal	3