



Transfer Admissions Counselor Admissions

ADM/3

JOB SUMMARY

This position is responsible for the evaluation of coursework from other institutions for transfer to Dartton State College.

MAJOR DUTIES

- Evaluates transferable credits from academic transcripts from other institutions.
- Authenticates and evaluates foreign, national or military transcripts.
- Records equivalent transfer credit as appropriate.
- Provides information and advice to other college personnel regarding the transferability of external courses and their equivalents.
- Processes and inputs additional documents in Banner as required.
- Responds to telephone calls, emails and other correspondence; assists visitors; provides information and assistance.
- Assists and counsels students and parents with the admissions and enrollment process; meets with transfer prospects, applicants and students.
- Researches and processes the addition of new courses and schools for transfer agreements.
- Evaluates and processes AP/CLEP/IB scores.
- Mails preliminary transcript evaluations to students; prepares acceptance letters.
- Corresponds with department chairs to determine course equivalency and applicability towards program of study.
- Remains informed of current Southern Association of Colleges and Schools (SACS) and Department of Education requirements and policies.
- Downloads electronic transcripts.
- Provides Federal Interagency Commission on Education (FICE) codes for high schools and colleges.
- Assists with special admissions events, programs, registrations and orientations.
- Assists with campus tours as needed.
- Attends informational conferences and meetings as needed.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college transcript, catalog, course, and policy review procedures.
- Knowledge of transfer credit policies and procedures.
- Knowledge of Family Educational Rights and Privacy Act (FERPA) requirements.
- Knowledge of relevant SACS and Department of Education requirements.
- Knowledge of college policies and procedures.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Admissions assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include Board of Regents policies, University System of Georgia policies, agreements with other institutions, FERPA requirements, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the evaluation of transfer transcripts. Strict guidelines contribute to the complexity of the position.
- The purpose of this position is to evaluate transfer credit. Success in this position ensures the accurate evaluation of transfer transcripts.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, applicants, parents, representatives of other institutions, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.