



## Transfer Counselor Registrar

REG/4

### **JOB SUMMARY**

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

### **MAJOR DUTIES**

- Articulation of college, military and high school transcripts.
- Evaluates transferable credits from academic transcripts from other institutions.
- Records equivalent transfer credit as appropriate.
- Provides information and advice to other college personnel regarding the transferability of external courses and their equivalents.
- Assist with registration and graduation activities.
- Responds to queries from faculty, staff and students concerning academic policies and procedures.
- Processes class drop/adds and withdrawals.
- Processes changes of major.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of concepts, practices and procedures and ability to use in varied situations.
- Knowledge of records management principles.
- Knowledge of Family Educational Rights and Privacy Act (FERPA) requirements.
- Knowledge of college policies and procedures.
- Skill in the operation of computers and job related software programs such as Banner.
- Skill in process management.
- 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 Registrar assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include Board of Regents policies, FERPA requirements, and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related specialized duties. Strict guidelines contribute to the complexity of the position. The purpose of this position is to process the evaluation of coursework from other institutions for transfer to Dartton State College. Success in this position contributes to the efficiency and effectiveness of the operations of the Registrar's Office.

## **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other institutions, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. Vocational or technical training, Associate's or Bachelor's degree preferred.
- 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 one to three years.