



JOB DESCRIPTION



INFORMATION

Job Title	<i>Transfer Credit and Student Success Coordinator</i>	EEOC Job Classification	Admin. Support Workers
		FLSA Classification	Non-exempt
Department	Online	W/C Classification	8810 – Clerical
Reports To	Director of Marketing and Enrollment: Online Programs	Compensation	\$19.50 - \$22.50/hour

SUMMARY

Advance the mission and vision of TMUS through the School of Online Education. The Transfer Credit and Student Success Coordinator is a full-time position, reports directly to the Director of Marketing and Enrollment of Online Programs, and is responsible for the analysis and articulation of all transfer credit and assists online students be academically successful. The position is responsible for maintaining transfer data in various systems and provides transfer credit and academic support for students and advisors.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate receiving and analysis of transcripts with the Registrar.
- Provide transfer credit evaluations and updates to student files.
- Data entry of transfer credit based on university policies.
- Serve as a contact person and resource for transfer credit-related questions and explanations for online students.
- Monitor and update articulation agreements; implement and maintain data in Transfer Evaluation System (TES).
- Aid in transcript processing and enrollment verification.
- Alongside the academic advisors, provide support to students on academic probation.
- Monitor currently enrolled students' academic performance and establishes communication and provide support currently enrolled students struggling academically.
- Maintain records and monitors required data in the integrated student database.
- Support ongoing enrollment efforts.
- Provide technical guidance and interpretation to students on enrollment policies and procedures.
- Respond and assists to other duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

- Ability to work under strict deadlines and tight time constraints.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- Two years of administrative experience, transfer credit experience preferred.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There are no travel requirements for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.