



# JOB DESCRIPTION



## INFORMATION

<b>Job Title</b>	<b><i>Transcript and Records Coordinator</i></b>	<b>EEOC Job Classification</b>	Admin. Support Workers
		<b>FLSA Classification</b>	Non-exempt - (Full-time)
<b>Department</b>	Institutional Effectiveness	<b>W/C Classification</b>	8868 – Administration/faculty
<b>Reports To</b>	Registrar	<b>Compensation</b>	\$19.00 - \$21.00/hour

## SUMMARY

Advance the mission and vision of TMUS through administrative support to the Office of the Registrar. Supports all aspects of the transfer evaluation process, student entry processes, and the processing of student records including data entry and customer support for faculty, staff, students, and other constituents.

## ESSENTIAL JOB FUNCTIONS

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

- Coordinate and complete evaluation and processing of transcripts – incoming and outgoing.
- Entry of transfer credit based on understanding and implementation of university policies.
- Monitor and update articulation agreements; implement and maintain data in Transfer Evaluation System (TES).
- Receive and process student record information – including working with multiple software, data, and spreadsheets.
- Provide administrative support in other Registrar area operations as needed.
- Customer Service - managing and responding to inquiries in person, on the phone, or through the ticketing system and email.
- Assists with Commencement.
- Performs 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.
- Sustained attention and concentration; complex problem solving/reasoning; ability to organize and prioritize; numerical skills; multiple concurrent tasks; constant interaction; customer contact.
- 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.
- Attention to detail and accurate data entry.
- 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 with prior experience working at a university preferred
- Demonstrated understanding of higher education – including transfer credit, academic policies, curriculum, and program requirements.
- 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.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- 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.