

University of Houston – Clear Lake

Position Description

Job Title: **International Transcript Specialist**

Job Code: **2850**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree.	
Experience	One year of related experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The position involves working with all aspects of international student application processing. The primary responsibility will be to evaluate international transcripts. The incumbent will evaluate course equivalencies, academic status and repeated courses. The incumbent will also post transfer work in the University's PeopleSoft system. Assists in collecting, updating and processing student record information. Updates student record transcripts as needed. The incumbent will perform other duties as assigned.

Duties and responsibilities	% Time
Evaluates International transcripts. Evaluates course equivalencies, academic status and repeated courses. Posts transfer work. Assists in collecting, updating and processing student records.	70
Create new admission application files. Corrects/updates applicant information as required. Other duties as assigned.	30

This position description describes the general qualifications, duties and responsibilities of work being performed.