

University of Houston – Clear Lake

Position Description

Job Title: **Transfer Credit Analyst**

Job Code: **2830**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	
Experience	One year customer service. One year data entry.	One year experience with transfer credit or analyzing coursework.
License/Certification		

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

POSITION SUMMARY

Determines course equivalency, maintains and updates articulation agreements, enters transfer course work into People Soft and builds rapport with community colleges.

Duties and responsibilities	% Time
Reviews and analyzes official documents received from applicants based on admissions policies and procedures; determines the transferability of course work from other accredited institutions based on institutional policies; enters transfer course information into People Soft SIS to facilitate proper degree audit function for students and advising staff; determines course equivalency for out-of-state courses and those not previously evaluated.	70
Maintains key relationships with community colleges; maintains and updates course changes from community colleges and articulation agreements; communicates to academic schools decisions on course equivalency.	20
Maintains a high level of knowledge regarding the People Soft Student Information System and acts as trouble shooter for Counseling and Admissions staff on course equivalency issues. Other duties as assigned.	10

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