University of Houston ◢ Clear Lake

Transfer Credit Analyst II
J o b   D e s c r i p t i o n

JOB INFORMATION

Effective Date	3/30/2023
Job Code:	2828
Job Title:	Transfer Credit Analyst II
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Enrollment Management
Job Family:	Registration/Records
Job Summary	The Transfer Credit Analyst II works with the Transfer Credit Manager to manage the overall execution of duties and quality control for articulations. Trains Transfer Credit Analysts, determines course equivalency, maintains and updates articulation agreements, and enters transfer course work into People Soft. Resolves articulation issues that arises by functional team and advisors. Build and maintain rapport with community colleges and departments. Will interface and attend cross campus meetings on behalf of the manager as needed.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum two years of customer service and data entry experience.	Required	
Less than 3 yrs	Three years of experience with transfer credit or analyzing course work.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of transfer equivalency and transfer articulation agreements.	Proficient
• Ability to effectively use PeopleSoft/Banner and Microsoft Office suite of products.	Skilled
• Must be able to effectively perform job duties independently and must be a self-starter.	Skilled
• Must be able to work in fast-paced environment.	Skilled
• Must be able to prioritize work and effectively work under pressure.	Skilled
• Ability to align tasks and duties with Divisional Strategic Objectives and Initiatives, and provide data related to requested metrics.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Review and analyze official documents received from applicants based on admissions policies and procedures; determines 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 and international courses and those not previously evaluated. Responds to prospective student inquiries.	40%
• 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. Assist evaluations and offsite Hersey System developers with download information and issues into PeopleSoft concerning transfer courses.	30%
• 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.	10%
• Serves as a liaison with departments and academic advising within the campus community. Collaborates with other University departments to review and improve articulation process.	10%
• Assist with ongoing updates of Transfer Credit training manual. Manages/ run master queries, oversees the the TR mailbox and Transfer credit mailbox .	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Transfer Credit Analyst II   03/30/2023

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Transfer Credit Analyst II   03/30/2023