

Chatham University

Job Description

Job Title: Coordinator of Transfer and Articulation

Position Reports to: AVP of Undergraduate Learning

Position Summary: This position serves as a member of the Office of Academic Affairs and the Academic Advising Center. The Transfer Coordinator is primarily responsible for the evaluation of transfer students to ensure their timely enrollment in classes, contributing to student success. This position will take the lead with the academic departments in working directly with faculty and administration in addressing transfer concerns and issues, oversees course equivalency in order to build/maintain a database of equivalent coursework, and supports orientation and registration programs for transfer students. . Incumbent must assure quality services to students and consistent implementation of relevant institutional policies. Hybrid work option available (up to three days/week remote after onboarding).

Qualifications:

Education: Bachelor's degree required. Master's degree preferred.

Experience: Requires Bachelor's degree and a minimum of 1 - 3 years comparable higher education experience. Prior experience with transfer populations strongly preferred. Required skills include proficiency in Microsoft Word and Excel, ability to quickly learn and utilize proprietary educational software, exemplary written and verbal communication skills, basic math ability, attention to detail, and excellent problem-solving and organizational skills. Experience with Slate and CampusNEXUS a plus. Individual should have excellent relational skills with a strong commitment to diversity, equity, and inclusion and the ability to help students from diverse cultures, abilities, and backgrounds feel supported Must function comfortably in a team structure and be able to speak before large and small groups with confidence.

Duties and Responsibilities:

- Process transfer of credit paperwork timely and accurately to support student success.
- Determine if institutions are accredited; provide transcript evaluations for students.
- Confer with Academic Deans, Department Chairs, and Faculty to ascertain that correct course credit is awarded for program-specific requirements.
- Record transfer of credit in student's permanent record for use by all departments.
- Initiate, maintain and update databases for transfer of credit and articulation agreements.
- Develop strategic articulation agreements.
- Provide time-sensitive decisions and evaluations to students, as well as builds community support in order to meet and exceed the transfer enrollment goals.
- Make regular reports concerning status of the current enrollment transfer population.
- Attend on-campus transfer days in conjunction with campus recruiters.
- Other duties as assigned.

Physical Requirements:

Hear: Continuous
Speak: Continuous
See: Continuous with 20/20 acuity
Stoop/Bend/Kneel/Squat: 10%
Use telephone: 50%
Use computer: 50%
Reach above shoulders: 5%
Fine hand manipulation: 25%
Sit: 40%
Stand: 25%
Walk: 35%
Write: 80%
Push/Pull: 5%

9/20/2021