Adams State University is currently seeking applicants for a Transfer Student Coordinator in the Registrar’s Office. A state-supported institution in the San Luis Valley of south-central Colorado, Adams State University offers undergraduate majors, minors and emphases as well as master’s degree programs and a doctoral program. The university is designated as a Hispanic Serving Institution and as a regional education provider.

**General Summary:**

This is a twelve-month administrative appointment. The position reports directly to the registrar and is responsible for administering a comprehensive system of transcript evaluation for both domestic and international students to help the institution reach transfer enrollment goals. The position informs, advises and assists potential and admitted transfer students and faculty and constituents regarding the process of transferring to ASU and is also responsible for processing registration for this population of students. On occasion, some evening/weekend hours, may be required.

**Primary Duties:**

- Serves as transfer policy expert by effectively serving incoming transfer students and faculty and clearly communicating policies, processes and making referrals as necessary.
- Evaluates official transcripts for ASU equivalencies from accredited institutions.
- Maintains a detailed Training and Procedures manual for transcript data entry and evaluation.
- Maintains transfer student database.
- Responds to internal and external inquiries and maintains regular contact with department chairs concerning equivalencies, articulation agreements, student questions, preliminary unofficial transcript equivalencies, etc.
- Broadens procedures and safeguards for capturing more equivalencies in Banner and publishing them to the web.
- Works with the academic community to design efficient and effective transfer processes.
- Develops and maintains a comprehensive and current knowledge of academic resources, policies and processes necessary for the successful completion of undergraduate degrees.
- Meets with transfer prospects, applicants and students to answer questions regarding their transfer transcripts.
- Discusses degree completion options and interprets core requirements for each major with transfer prospects and applicants.
- Trains and supervises student workers in transcript equivalency data entry and transfer processing.
- Represents the department with respect to statewide transcript equivalency issues.
- Works with other university officials to develop and refine our system of transcript evaluation and processing.
Qualifications:

A bachelor's degree is required. Additionally, one or more years of relevant technical or administrative experience, or a combination from which comparable knowledge and skills have been acquired. Strong customer service skills including the ability to respond efficiently and effectively to customer requests and to use sensitivity and discretion when dealing with customers. Strong self-motivation, time management, communication and interpersonal skills. Broad base of general technical knowledge and a high level of competency in various computer applications including word processing, spreadsheet software, database software and our BANNER student information system. Attention to detail and the ability to work under pressure. Ability to prioritize and meet deadlines. Ability to lift 30 pounds and climb up and down the vault ladder (similar to a library ladder or step stool). Ability to perform position duties.

Preferred qualifications:

Two years of experience working in an advising or registrar’s office in a post-secondary institution. Experience using Ellucian Banner software. Relevant ability of working with under-served and/or underrepresented populations. Demonstrated conversational fluency in Spanish for service or community outreach with the Latino community.

Conditions of Employment:

This position is a full-time, 12-month exempt at-will administrative position with benefits.

Salary range:

$30,000-$36,000/yr. Salary is commensurate upon experience and qualifications. Adams State University offers a competitive benefits package.

Required Application Materials:

- Cover letter describing interest and addressing qualifications of position
- Current resume/vitae listing five professional references, two of whom have had direct supervisory relationship with applicant
- Unofficial or official transcripts from all post-secondary education institutions attended (official transcripts required upon hiring)

Please submit all application materials to:

M. Belén Maestas, Registrar and Search Committee Chair
Adams State University
208 Edgemont Blvd.
Alamosa, CO  81101
Email: rmonaghan@adams.edu
Phone: (719) 587-7321
Review of completed applications will begin as applications are received through June 27, 2016. Adams State University performs background checks as a condition of employment for prospective employees and current employees seeking certain promotional opportunities. Offers of employment are contingent upon completion of an acceptable background check. Applicants will be asked to provide personal data and sign a release form before the background check is conducted. Applicants who fail to provide the data and consent form will not be considered for employment or promotion. Background checks include review of criminal records and sex offender registry background. Credit and driving record background may apply to certain positions.

In compliance with the Immigration Control Act of 1986, candidate for positions must provide proof of eligibility to work before an officer of employment can be made final.

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.

The university is dedicated to fostering Inclusive Excellence, the recognition that the university’s success depends on valuing, engaging, and including the rich diversity of students, staff, faculty, and administrators. Given the university’s mission and student body composition, the department is actively seeking qualified applicants who have experiences, skills, and/or personal attributes that reflect perspectives that can further broaden our students’ educational experience. We will give preference to qualified applicants with experience in ethnically diverse settings, who possess varied language skills, or who have a record of research that supports diverse communities, or a record of teaching a student population that includes historically underrepresented groups and other at-risk populations. Additional information about the university may be found at www.adams.edu.