



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Transfer Specialist I	<b>Job Family:</b>	Student Services
<b>Type:</b>	Classified – Non-Exempt	<b>Job Code:</b>	13620
<b>Department:</b>	Student Admissions/Student Affairs	<b>Salary Grade:</b>	58
<b>Reports to:</b>	Assistant Director of Transfer Admissions	<b>Created/Revised:</b>	09/2022
<b>Work Modality:</b>	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

Provide outreach, information, advice and counseling regarding the admissions and student services for transfer students.

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### Core Responsibilities

1. Responsible for providing information and services in support of the integration of undergraduate transfer students.
2. Counsels prospective and transferring students regarding admission procedures, credit transfer, university policies, financial aid process, scholarships, program requirements, registration, and available student support services.
3. Coordinates, organizes, and presents programs and events supporting recruitment opportunities at community colleges, technical schools, career education fairs, and advising workshops.
4. Performs individual and group presentations providing information on undergraduate programs and services.
5. Advises students on transfer plans and joint admission agreements. Develops, implements, and maintains strategies of the transfer student integration plan.
6. Provides preliminary academic advising, transcript evaluation and admissions counseling for transfer students.
7. Provides outreach services and serves as a liaison to selected community colleges and target transfer populations.
8. Responds to written information requests from prospective transfer students.
9. Attends meetings; serves on committees.
10. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
11. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
12. Performs other duties as assigned.

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### Minimum Requirements

**Education/Certifications**

- Bachelor's degree from an accredited institution.

**Experience**

- Two years of experience working with students in an academic or school setting with a broad understanding of institutional admissions requirements.

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**Knowledge Skills & Abilities**

- Demonstrated public and interpersonal communications skills.
- Personal computer, audio-visual presentation equipment, and standard office equipment.

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**Core Competencies**

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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**Working Conditions****Working Environment:**

- Office Environment.
- Occasional evening and weekend hours.
- Travel to off-site locations within the San Antonio area.

**Physical Demands:**

- Describe any Physical Demands of the Position