



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Transfer Specialist	Job Family:	Student Services
Type:	Classified – Exempt	Job Code:	13622
Department:	Outreach and Recruitment/Strategic Enrollment	Salary Grade:	60
Reports to:	Based on department needs	Created/Revised:	09/2022
Work Modality:	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 with any questions.

Job Summary

Provide outreach, information, advice and counseling regarding the admissions and student services for transfer students. Serves as an information resource and back up to the Associate Director of Outreach and Recruitment. Helps to manage recruitment and training programs.

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. Coordinates, organizes, and participates in major programs, events, and other recruitment opportunities both on and off campus.
9. Acts as a supervisor and mentor to Transfer Specialist Is and IIs.
10. Responds to written information requests from prospective transfer
11. students.
12. Coordinates all aspects of responsible area.
13. Works closely with New Student Admissions administration to implement recruitment plan throughout entire office planning.
14. Answers inquiries from other institutions and school administrators concerning admissions related issues.
15. Coordinates major programs, and with the help of assigned staff, implements programs campus-wide for both on

and off campus constituents.

16. Prepares written reports for the Associate Directors of Admissions.
17. Chairs various committees, as assigned.
18. Serves on campus and professional committees as opportunity presents itself.
19. 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.
20. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
21. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Bachelor's degree from an accredited institution.

Experience

- Three years of admissions/recruiting/outreach or related experience.

Knowledge Skills & Abilities

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

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

Working Conditions

Working Environment:

- Office Environment.
- Significant Travel
- Weekend and evening work may be required.

Physical Demands:

- Describe any Physical Demands of the Position