

The University of Texas at San Antonio

Job Description

Job Title: Transcript Evaluator III
Code: 13660
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide advanced skills and knowledge in the examination and evaluation of student academic records to determine admissions eligibility and transferable course credits.
- Scope: Responsible for determining an applicant's eligibility and/or transferable credit through examination of transcripts and by conferences or correspondence.

Duties

- Typical:
 1. Solves complex evaluations and consults with individuals involved in reaching a determination. Answers academic advisor, faculty, and student inquiries.
 2. Evaluates transcripts to determine course equivalents and grade calculations.
 3. Maintains communication with other departments concerning international students. Maintains currency on VISA issues. Evaluates international residency requirements.
 4. Processes applications for admission.
 5. Develops and maintains effective and accurate evaluations of transfer credits, manually and/or via software applications. Determines transfer course equivalents.
 6. Supervises lower level evaluators and reviews work product.
 7. Performs other duties as assigned.
- Periodic:
 1. Maintains transcript files, current catalogue files, scholarship, and fellowship records.
 2. Assists in student registration.

Education

| Required | Preferred |
|---|---------------------------------------|
| Associate's Degree or two years of college. | Bachelor's degree in a related field. |

Other Requirements

| Required | Preferred |
|--|------------------|
| Demonstrated effective interpersonal skills. | N/A |
| Able to maintain tact, diplomacy, and discretion in all matters. | |
| Independent decision making and problem solving ability. | |
| Criminal background check. | |

Experience

| Required | Preferred |
|---|--|
| Four years of clerical experience requiring advanced recordkeeping accuracy, including one year of experience at the Transcript Evaluator II or equivalent level; with a bachelor's degree, two years of above experience, including one year at the Transcript Evaluator II or equivalent level. | Similar experience in a college or university admissions office. |

Equipment

| Required | Possible |
|--|-----------------|
| Personal computer with business productivity software, microfilm reader-printer, microfiche reader, calculator, and other standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|------------------------------|---|
| Standard office environment. | Some overtime or evening hours may be required. |

Supervision

| Received | Given |
|---|---------------------------------------|
| General supervision from departmental supervisor. | General supervision of support staff. |

Accuracy

Accuracy in the evaluation of course credits to be transferred and in assessing the eligibility of prospective students is of great importance in this classification.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.