

The University of Texas at San Antonio

Job Description

Job Title: Transcript Evaluator II
Code: 13661
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Admissions
Reports To: Transcript Evaluator III

Summary

- **Function:** To provide intermediate 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. Reads and evaluates official transcripts from previous high schools, colleges and universities by comparing course credits to be transferred with those required by or offered by this institution.
 2. Confers with students and their parents concerning eligibility.
 3. Corresponds with officials of high schools and institutions of higher education concerning course credits and content comparability.
 4. Reviews individual student degree plans; advises students preparing to transfer to other universities which course credits will transfer; and compares content of courses offered in other universities.
 5. Performs more complex evaluations and consults with individuals involved in reaching a determination; and answers academic advisor, faculty, and student inquiries.
 6. Perform other duties as assigned.
- **Periodic:**
 1. Maintains transcript files and current catalogue files.

Education

Required	Preferred
Associate's Degree or two years of college.	N/A

Other Requirements

Required	Preferred
Demonstrated effective interpersonal skills.	N/A
Able to maintain tact, diplomacy, and discretion in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience in a position requiring considerable record keeping accuracy including one year of work in an Admissions, Registrars or Enrollment Services Office.	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
Occasional general review of overall effectiveness by supervisory admissions personnel.	None.

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.
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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.