

JOB INFORMATION

Effective Date	8/23/2023
Job Code:	3128
Job Title:	Coordinator, Military Credit
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Academic Affairs
Job Summary	The Military Credit Coordinator (MCC) will create, develop, and document Military Transcript Evaluation Process; standardize the pre-approved military credits identified to be automatically applied to a students record, collaborate with internal and external stakeholders efficiently and consistently; participate in Texas Workforce Commission (TWC) quarterly conference calls and meetings, develop Articulation Agreements specific to the grant, develop and implement training for relevant staff, draft a handbook that is accessible to all key stakeholders, and ensure that the program is sustainable by the end of the grant award period.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Bachelor's Degree	Degree in Education, Business, Psychology, Behavioral Sciences, or Communications.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum two years of experience in program development and leading a major project.	Required	
Less than 3 yrs	Three years of experience working with grants. Experience working in the following areas: veteran student populations, evaluation of credits, Veteran Services Office, Academic Advising, Counseling, Student Services, Student retention, Fiscal and Data management.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Working knowledge of cultural awareness, counseling, advising, and student development theories. 	Skilled
<ul style="list-style-type: none"> Knowledge of higher education recruitment, admissions and advising. 	Skilled
<ul style="list-style-type: none"> Knowledge of student engagement and case management including reading and interpreting reports and data. 	Proficient
<ul style="list-style-type: none"> Skilled in the use of Microsoft Office products, specifically Word, Excel, and PowerPoint. 	Proficient
<ul style="list-style-type: none"> Skilled in the use of PeopleSoft and EAB/Navigate. 	Basic
<ul style="list-style-type: none"> Ability to use social media. 	Basic
<ul style="list-style-type: none"> Must be able to organize and prioritize work, collaborate with others, and be an active and engaged team member. 	Proficient
<ul style="list-style-type: none"> Must have excellent oral/written communication skills with a strong attention to detail, as well as excellent interpersonal skills. 	Proficient
<ul style="list-style-type: none"> Must have critical thinking and listening skills as well as the ability to problem solve and be flexible as needed. 	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Work to ensure that official military transcript documents are properly reviewed during the admission phase, and the transfer credits are properly input into the university system to facilitate proper degree audit function for students and advisors. 	20%
<ul style="list-style-type: none"> Create and develop a handbook to include documentation of approvals, the training process, the College Credit for Heroes (CCH) articulation process, how relevant data will be collected, stored and reported, and the CCH Program Continuity Plan. 	20%
<ul style="list-style-type: none"> Oversee the grant and prepare all written reports, including the annual reporting, and other correspondence with TWC. 	20%
<ul style="list-style-type: none"> Collaborate with staff from TWC, other CCH colleges, and other stakeholders with the university to collectively develop standard processes for building and maintaining connections with military educational entities to promote this program. This may require local and some state travel in said collaborations. 	15%
<ul style="list-style-type: none"> Work collaboratively with the appropriate Deans, Associate Deans, and Program Chairs whose programs were identified to utilize the chosen Military Credits to review military training titles and descriptions for potential UHCL equivalency or transfer credit. 	10%
<ul style="list-style-type: none"> Design and coordinate the publication of grant marketing materials, both electronic and print. 	5%
<ul style="list-style-type: none"> Check-in weekly in the first 6 months, and bi-weekly thereafter, with the Director of Transfer Advising to provide updates on collaboration efforts, drafting of the manual and all project specific to the grant. 	5%
<ul style="list-style-type: none"> Perform other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes

Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
20%	Travel as needed for work related events.

