

JOB INFORMATION

Effective Date	1/18/2023
Job Code:	2829
Job Title:	Manager, Transfer Credit
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	Transfer Credit Manager (TCM) oversees the workflow of the transfer credit area. The TCM is responsible for training, supervising, and providing professional leadership to two transfer credit analysts II's. This position assigns tasks to the Transfer Credit Analysts, running queries and distributing work. The TCM also serves as the contact person for advising offices on transfer-related issues. Reviews and analyzes official documents from applicants and current students to determine the transferability of course work and determine course equivalency for out-of-state courses.

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	Bachelor's Degree.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum of three years' experience in a transfer credit evaluation role at a college/university.	Required	
Less than 3 yrs	Minimum of two years' experience in a lead or supervisory position at a four-year university.	Required	
Less than 3 yrs	Experience working with complex evaluation processes and student information systems.	Required	
Less than 3 yrs	Minimum of one year experience and knowledge of Texas Core.	Preferred	
Less than 3 yrs	Experience working in Admissions.	Preferred	
Less than 3 yrs	International transfer credit experience.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Must be a self-starter.	Skilled
• Performs job duties with little supervision.	Skilled
• Excellent oral and written communication skills.	Skilled
• Detailed oriented.	Skilled
• Ability to work in a fast-paced environment.	Skilled
• Ability to prioritize and work under pressure.	Skilled
• Proven experience supervising staff.	Skilled
• Experience with computers/technology and information systems.	Skilled
• Ability to evaluate and interpret college transcripts and course descriptions.	Skilled
• Must have the ability to prioritize and deal with high-volume workload, work well under pressure and be detail-oriented.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversees the workflow of the transfer credit area; Responsible for training, supervising, and providing professional leadership to two transfer credit analyst II's; Assigns tasks to the Transfer Credit Analysts, running queries and distributing work; Reviews and analyzes official transcript documents received from applicants and current students based on admissions policies and procedures; determines the transferability of course work from other accredited institutions based on institutional policies; enters transfer course information into People Soft SIS to facilitate proper degree audit function for students and advising staff; determines course equivalency for out-of-state courses and those not previously evaluated. Responds to prospective student email inquiries regarding the transferability of courses to UHCL through the Transfer Credit Guide System. In addition to domestic, evaluates transfer credit for new and current international students (including domestic students with international transcripts). Submit course syllabus for further review and evaluation to determine core equivalency. Process or complete set-ups for individual courses or incoming institutions. Set up queries to run daily; train new Transfer Credit Analysts and temporary TCA on International transfer credit. Conduct bi-weekly meetings with TCA. 	50%
<ul style="list-style-type: none"> Receives requests for updates/changes for specific transfer credit from the Director of Processing and Operations. Assigns TC Analysts colleges/universities to serve as liaison for ensuring UHCL receives core updates and the updates are sent to appropriate individuals for entry or set-up. Run queries and distribute to staff. Serve as the contact person for freshman and transfer advising staff regarding questions with transfer credit for FTIC, freshman, sophomores, International and transfers. Monitor and assign tasks to TC Analysts for completing requests from students in the Transfer Credit inbox. Serve as point of contact for Evaluators, EMC, Transfer Advisors, Academic Records and Advisors with questions about International transfer credit. Research course equivalencies and run queries to sort International students for processing. Manage TR mailbox (internal) and Transfer Credit mailbox (external) 	35%
<ul style="list-style-type: none"> Maintains a high level of knowledge regarding the People Soft Student Information System and acts as trouble shooter for Advising and Admissions staff on course equivalency issues. Assist offsite Hersey System developers with download information and issues into PeopleSoft concerning transfer courses. Assist with Transfer Credit system testing; processing test credits including AP, CLEP, and IB credit as well as credit by exam. 	5%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Works with the Director of Operation and Processing to keep the Transfer Credit Procedural Manual updated. Work with Functional Analyst to request general course elective equivalency to be created. Assist with training new staff and temporary employees on domestic and International transfer credit processes. Supervise and train other analysts. 	5%
<ul style="list-style-type: none"> Performs all other duties as assigned including, but not limited to, working multiple Open Houses on and off main campus. 	5%

PRE-EMPLOYMENT

MVR:	No
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			

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description