

**JOB INFORMATION**

Effective Date	10/27/2021
Job Code:	2830
Job Title:	Transfer Credit Analyst
Salary Grade/Structure:	010 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Enrollment Management
Job Family:	Registration/Records
Job Summary	The Transfer Credit Analyst is responsible for determining course equivalency, maintains and updates articulation agreements, enters transfer course work into People Soft and builds rapport with community colleges.

**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	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of customer service and data entry experience.	Required	
Less than 3 yrs	One year experience with transfer credit or analyzing course work.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of transfer equivalency.	Proficient
• Knowledge of transfer articulation agreements.	Proficient

## Licenses and Certifications

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

KSAs	Proficiency
• Experience using PeopleSoft and Banner systems.	Skilled
• Ability to efficiently use Microsoft Office applications.	Skilled
• Must be a self-starter with the ability to complete job duties with little supervision.	Skilled
• Ability to work in a fast-paced environment.	Skilled
• Ability to prioritize and work under pressure.	Skilled
• Ability to align tasks and duties with Divisional Strategic Objectives and Initiatives, and provide data related to requested metrics.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Reviews and analyzes official documents received from applicants 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.	50%
• Maintains key relationships with community colleges; maintains and updates course changes from community colleges and articulation agreements; communicates to academic schools decisions on course equivalency. Assist evaluations and off-site Hersey System developers with download information and issues into PeopleSoft concerning transfer courses.	35%
• Maintains a high level of knowledge regarding the People Soft Student Information System and acts as trouble shooter for Counseling and Admissions staff on course equivalency issues.	10%
• Performs other duties as assigned.	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			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description