Head Transcript Evaluator

Job Code 00007074

General Description
Responsible for coordinating the daily activities of the evaluation department.

Example of Duties
Coordinate the articulation agreement update.
Maintain and supply copier.
Maintain supply of articulation agreements.
Evaluate unofficial transcripts and determine GPA.
Provide a supply of equivalency guides for admission counselors.
Develop articulation materials.
Proofread documents.
Review catalog evaluations.
Liaise with academic department on transfer credit.
Review and evaluate courses for transfer credit.
Analyze and process transfer credit.
Counsel students and parents on residency requirements.
Coordinate tuition adjustments.
Maintain and update list of legal permanent residents.
Assist with supervision of student workers.
Log phone calls.
Provide front desk assistance.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer programs; Texas laws and regulations on residency for tuition purposes; university admission policies and procedures; basic math.

Skill in: interacting courteously with others; effectively directing the work of others and motivating output; business and telephone etiquette.

Ability to: read and interpret documents and catalogs; prepare clear, concise and grammatically correct correspondence; calculate GPAs; prioritize workload; proofread documents; work under pressure.
**Education and Experience**
To qualify for this classification, an individual most possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**