Sr. Undergrad Admissions Specialist

Job Code 50021632

General Description
Act as team lead for entry level staff on daily office functions regarding data entry and working files to completion.

Examples of Duties
Evaluate courses and transcripts from all institutions for transfer credit.
Team lead for entering course work for prospective and current students from two and four year institutions.
Evaluate transcripts for special populations such as athletes, military, study abroad and international offices.
Make corrections to transfer credit on transcripts by reviewing original documents or in response to departmental requests. Serve as transfer credit liaison with College Advising Centers.
Build catalogs and add course attributes on all courses from transfer institutions.

Knowledge, Skills, and Abilities
Knowledge of: interpersonal communication; problem solving techniques; analytical skills.

Skill in: excellent communication with coworkers and university staff; working as part of a team.

Ability to: prepare clear and concise documentation; complete paperwork in a timely manner; provide customer service via phone and in person.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements