Transcript Evaluator

Job Code 00007148

General Description
Responsible for evaluating transcripts for transferability.

Examples of Duties
Evaluate transcripts to prepare them for data entry into student transcripts.
Proof and analyze courses entered for corrections.
Finalize proofed data entry.
Analyze and prepare catalogs for use.
Analyze, update, and prepare equivalency guides.
Analyze and review residency questionnaires.
Explain transferability requirements.
Evaluate military credit.
Confirm or calculate the proposed GPA of prospective students.
Tabulate incoming calls received from departments, admissions staff, students, and general public.
Assist current, previous, or prospective/international students with questions they may have with the admissions process.
Update existing courses in database.
Attend and participate in staff meetings and staff development programs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Texas State Admissions policies; transfer credit policies and procedures.

Skill in: Working as a team member on most tasks of jobs; interacting courteously with members of public; establishing rapport with variety of clients; prioritizing workload for self and others; evaluating the transferability of courses; determining residency status; time management; memorization.

Ability to: understand and interpret course titles and descriptions; prepare reports; perform basic math; quickly and accurately key in data entry; give correct information to public; be dependable and flexible; have patience when dealing with difficult people; be open to change; be assertive; learn new policies and procedures in a quick manner.

Educational Experience
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