

The University of Texas at San Antonio

Job Description

Job Title: Transfer Specialist
Code: 13620
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Student Admissions/Student Affairs
Reports To: Assistant Director of Transfer Admissions.

Summary

- Function: To provide outreach, information, advice and counseling regarding the admissions and student services for transfer students.
- Scope: Responsible for providing information and services in support of the integration of undergraduate transfer students.

Duties

- Typical:
 1. Counsels prospective and transferring students regarding admission procedures, credit transfer, university policies, financial aid process, scholarships, program requirements, registration, and available student support services.
 2. Coordinates, organizes and presents programs and events supporting recruitment opportunities at community colleges, technical schools, career education fairs, and advising workshops.
 3. Performs individual and group presentations providing information on undergraduate programs and services.
 4. Advises students on transfer plans and joint admission agreements. Develops, implements and maintains strategies of the transfer student integration plan.
 5. Provides preliminary academic advising, transcript evaluation and admissions counseling for transfer students.
 6. Provides outreach services and serves as a liaison to selected community colleges and target transfer populations.
 7. Responds to written information requests from prospective transfer students.
 8. Performs other duties as assigned.
- Periodic:
 1. Attends meetings; serves on committees.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Demonstrated public and interpersonal communications skills.	Knowledge of University processes and procedures.
Valid Texas Driver's License and the ability to receive an acceptable driver rating through UTSA Police.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience working with students in an academic or school setting with a broad understanding of institutional admissions requirements.	Similar experience in higher education.

Equipment

Required	Preferred
Personal computer, audio-visual presentation equipment, and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.
	Travel to off-site locations within the San Antonio area.

Supervision

Received	Given
Determines own work methods and solves problems utilizing specialized knowledge and experience resulting in minimal supervision while work is in process. Instruction on new tasks or duties.	None.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.