

The University of Texas at San Antonio

Job Description

Job Title: Transfer Specialist III
Code: 13622
Salary Grade: 59
FLSA Status: 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. Serves as an information resource and back-up to the Associate Director of Transfer Recruitment. Helps to manage recruitment and training programs.

- 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. Coordinates, organizes, and participates in major programs, events, and other recruitment opportunities both on and off campus.
 8. Acts as a mentor to Transfer Specialist IIs and Is..
 9. Responds to written information requests from prospective transfer

- students.
10. Coordinates all aspects of responsible area.
 11. Works closely with New Student Admissions administration to implement recruitment plan throughout entire office planning.
 12. Answers inquiries from other institutions and school administrators concerning admissions related issues.
 13. Coordinates major programs, and with the help of assigned staff, implements programs campus-wide for both on and off campus constituents.
 14. Prepares written reports for the Associate Directors of Admissions.
 15. Chairs various committees, as assigned.
 16. Serves on campus and professional committees as opportunity presents itself.
 17. Performs other duties as assigned.

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).	
Ability to lift 40 lbs.	

Experience

Required	Preferred
Three years of admissions/recruiting or related experience, and one year supervisory experience.	Five years of admissions/recruiting or related experience, along with two years of management experience.

Equipment

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

Working Conditions

Usual	Special
Normal office conditions.	N/A
Significant Travel, weekend and evening work may be required.	

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.
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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.
