

The University of Texas at San Antonio

Job Description

Job Title: Transcript Evaluator I
Code: 13662
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Admissions Processing/Admissions
Reports To: Admissions Supervisor

Summary

- **Function:** To provide entry-level skills and knowledge in the examination and evaluation of student academic records to determine admissions eligibility and transferable course credits.
- **Scope:** Responsible for determining an applicant's eligibility and/or transferable credit through examination of transcripts and by conferences or correspondence.

Duties

- **Typical:**
 1. Reads and evaluates official transcripts from previous high schools, colleges and universities by comparing course credits to be transferred with those required by or offered by this institution.
 2. Confer with students and their parents concerning eligibility.
 3. Correspond with officials of high schools and institutions of higher education concerning course credits and content comparability.
 4. Advise students preparing to transfer to other universities of those course credits which will transfer.
 5. Compares content of courses offered with those of other universities.
 6. Perform additional duties as assigned.
- **Periodic:**
 1. Maintains transcript files, current catalogue files, scholarship and fellowship records.
 2. Assist in student registration.

Education

Required	Preferred
High School Diploma or GED.	N/A

Other Requirements

Required	Preferred
Demonstrated effective interpersonal skills.	N/A
Able to maintain tact, diplomacy, and discretion in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in a position requiring considerable record keeping accuracy.	Similar experience in a college or university admissions office.

Equipment

Required	Possible
Personal computer with business productivity software, microfilm reader-printer, microfiche reader, calculator, and other standard office equipment.	

Working Conditions

Usual	Special
Standard office environment.	

Supervision

Received	Given
Review of individual results and overall effectiveness of the evaluator's transcript examination recommendations by supervisory admissions and registration personnel.	Some supervision of clerical personnel during peak periods.

Accuracy

Accuracy in the evaluation of course credits to be transferred and in assessing the eligibility of prospective students is of great importance in this classification.
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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.