Transfer Coordinator (full-time, 35 hours/week)
Undergraduate Studies
Position 101593

Position Summary: The Transfer Coordinator will coordinate and facilitate the evaluation of transfer credits for undergraduate (prospective, transfer, and continuing) students campus wide; to advise faculty, staff and undergraduate students, campus wide, on transfer policies and course evaluation; to work closely with undergraduate admissions and Enrollment Services to ensure transfer credit is properly and posted to students’ academic records (Cardinal Station) in a timely manner; maintain in-house course evaluation database – CES (Course Equivalency System); to work closely with TS (Technology Services) to maintain and update CES and identify function modifications if necessary; to maintain transfer website; to coordinate and facilitate the evaluation of Education Abroad Courses; to ensure that Education Abroad credit is properly evaluated and posted to students’ academic records; to coordinate with advisors in all undergraduate schools and the Undergraduate Advising Center.

Essential Responsibilities Include: Process all transfer credits for admitted undergraduate transfer students. Process off-campus course evaluations for continuing undergraduate students. Coordinate course evaluations and posting of credit for students taking a leave of absence from the University. Assist with course evaluations for students on leave or who have been dismissed and are attending other institutions with the intention of returning to CUA to complete their degree. Process all students attending all Study Abroad programs. Maintain the transfer website; keep continuous communication with TS and the consultants who maintain CES and the Degree Audit System (DAS) for the undergraduate programs.

Minimum Qualifications: A Bachelor’s Degree; and at least two (2) years’ experience in a professional or administrative role in an academic environment is required. Excellent computer skills required Proficiency with MS Office applications, specifically, Word, Excel, Adobe Acrobat Pro, and PowerPoint.

Preferred Qualifications: Experience in higher education is preferred. Proficiency with Cardinal Station and document database systems preferred.

How to apply: forward resume, cover letter, and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101593 in subject line of email. Applications close on 12/01/15.