

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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Title Transcript Evaluator

Division/department Division of Students and Instructional Support Services/Advising Career & Transfer Services

Campus La Plata

Check one: New PD \_\_\_\_\_ Revised PD X \_\_\_\_\_ No changes to PD \_\_\_\_\_

Please identify any similar positions already established within the department:

\_\_\_\_\_

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Is this a Director-Level position? Yes \_\_\_\_\_ No \_\_\_\_\_

Reports to \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Title of Position Reported to Assistant Director of Transfer Services

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature – Vice President or President)

Account code(s) \_\_\_\_\_

Work schedule Monday through Friday 8 a.m. to 5 p.m. , some flexibility required

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number 8221 \_\_\_\_\_ Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

## **POSITION DESCRIPTION FOR: \_ Transcript Evaluator \_\_\_\_\_**

**Description:** The Transcript Evaluator is responsible for administering a comprehensive system of transcript evaluation for domestic and international students and working with on- and off-campus stakeholders to appropriately assess and record undergraduate work earned by students at other post-secondary institutions and through military training.

**1. Core Responsibilities:** Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or “other duties as assigned.”

### A. Transcript evaluator (70%)

- Evaluates official high school and/or college transcripts of prospective or new-transfer students
- Evaluate and process reverse transfer students transcripts
- Evaluates and decides the CSM course equivalency from the following documents: transcripts from other institutions of higher education, records from trade and technical schools, standardized test records, military training records, government training programs, high school tech prep records, and international records from non-U.S. colleges and universities
- Assures that all records from non-collegiate sources represent work that is eligible for transfer evaluation and that all collegiate sources were legitimately accredited at the time of attendance
- Develops procedures and processes to evaluate transfer credit for transfer students with special transfer policies. Researches and resolves credit evaluation issues
- Corresponds with academic divisions in determining the appropriate equivalencies for college course to those offered at CSM, particularly when new course offerings are involved
- Monitors the general education component of accepted course work to assure compliance with MHEC general education regulations
- Corresponds with students and the Assistant Director of Transfer Services as needed to address concerns regarding transfer evaluation processes and results
- Enters the data of accepted courses to each student’s academic record in Colleague
- Enters Advanced Placement test results in Colleague

### B. Transfer Evaluation System (10%)

- Maintains the College Source Transfer Evaluation System; provides the primary data entry into the articulation modules
- Assign user rights for the Transfer Evaluation System
- Communicates annually with College Source in the maintenance and accuracy of transfer courses

C. Transfer Services (20%)

- Assist with transfer tours to local and regional colleges and universities
- Assist with the transfer fairs college-wide to promote transfer options to students
- Assist with the Transfer Success Academy and other initiatives associated with insuring transfer options are adequately marketed to students and the community.

**2. Education/Knowledge Required:** Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- Bachelor's degree required
- Two years of experience in the area of student services in a collegiate setting.
- Must maintain insurability for vehicle use under the college's liability insurance coverage
- Excellent oral and written communication skills
- Microsoft Office Suite skills
- Knowledge of databases and database software
- Ability to work with professional integrity and discretion
- Experience in working with confidential information to insure the confidentiality and security of all student records and follows appropriate security measures regarding confidential student information and processing requests for information from faculty, staff, administration and students when appropriate.
- Prior experience in Student Record Administration, transfer evaluation and/or academic advising is preferred.

**3. Supervision:** List all position titles reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

None

**4. Internal & External Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

- Maintain close contact with instructors/department chairs/deans regarding advisement concerns
- Maintain a working relationship with the Enrollment Management Team to facilitate registration or any other activities that require mutual cooperation.
- Public and private colleges and universities
- Local, regional, and national community colleges.
- Students and prospective students
- Contact with college administration, faculty and staff to implement recruitment activities

**5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

- College mission, Strategic Plan, and policies
- The Family Educational Rights and Privacy Act of 1974
- Americans with Disabilities Act 1990 and Section 504 of the Rehabilitation Act of 1973
- COMAR regulations
- College Catalog
- Procedural Manual for Registrar's Office
- AACRAO Guidelines

**6. Communications:** Please describe the written and verbal skills required for the position.

- Written and verbal communication with: prospective students and college administrators.
- Excellent written communication required due to the need to explain educational processes and transfer policies to the public.

**7. Role Complexity:**

To effectively evaluate transcripts and respond to potential students planning is required. A successful candidate must be able to plan weeks in advance to effectively manage the workload and provide evaluations in a timely fashion.

The task and duties are primarily straightforward and governed by a standard. Evaluation of credits must follow the regulations set forth by the state and the college without room for creativity. However, while the position is heavily regulated, in – depth analysis is required due to the wide array of credits that come in from various institutions.

**8. Creativity & Innovation:**

The Transcript Evaluator works independently, however the position does follow policies set forth by other individuals or governing bodies. However, a high level of innovation is required in the development of practices and the processes by which transcripts are received, recorded, and evaluated. This position is expected to seek out best practices and constantly re-design processes and procedures to deliver high quality services to a broad student population. There are routine tasks and the position requires a high level of communication in delivering quality services to CSM students and in coordinating with other college departments and campuses.

**9. Impact:**

The Transcript Evaluator has a direct impact on the enrollment of transfer students. This position must maintain an effective working relationship with the VP and Associate VP of Academic Affairs, division chairs and faculty to ensure the accurate interpretation of course credits. This position must also maintain an effective working relationship with Academic Advising to ensure that students are enrolling in the proper courses. The inability to effectively and quickly evaluate transcripts could have a direct impact on the enrollment of transfer students.

**10. Fiscal Responsibility:** Describe the fiscal responsibility. Include total dollars that the position directly controls.

None

**11. Physical Working Environment:** Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

- Office Environment