



- Position Title:** Graduation and Transfer Analyst
- Reports To:** Director of Enrollment Services/Registrar
- Department:** Student Records Office
- Classification:** Full-time, Exempt, 12-months, Benefits Eligible

The Graduation and Transfer Analyst will work with the Director of Enrollment Services/Registrar to evaluate transcripts of new transfer and readmitted students and determine what credit should be given for courses taken at other institutions, military schools, etc.

### **DUTIES AND RESPONSIBILITIES**

- Correspond with officials at other institutions of higher education concerning course credits and content comparability
- Advise students, staff and faculty about course credit transfers
- Review existing evaluation guides and equivalency tables to identify inconsistent catalog language and provide feedback to Director of Enrollment/Registrar
- Build transfer equivalencies in Student Information System
- Generate correspondence for transfer and readmission students regarding accepted transfer credit
- Verify appropriate transfer credit levels and equivalency with division chairpersons or program coordinators
- Ensure accuracy of each file for transfer of electronic and/or physical files to the Registrar's Office
- Answer questions regarding transcript evaluations
- Answer telephone and give information to callers or route calls to the appropriate offices
- Receive graduation packets from students and create timely correspondence regarding complete/incomplete packets
- Review program of study for requirements and provide timely correspondence to prospective graduates and academic advisors
- Communicate with academic divisions and advisors regarding missing departmental documentation
- Communicate with College Financial Aid and Fiscal Departments to verify completion of graduate requirements
- Daily update of prospective graduate listing
- Update of prospective degree and curriculum data in Student Information System
- Perform processing in Student Information System for graduation applicants and conferred degrees
- Run reports of prospective and conferred graduates from student information system
- Confer degrees and honors for graduates in Student Information System
- Performs other work as assigned
- Travel as needed for training or assistance

## **MINIMUM JOB REQUIREMENTS**

- Higher Education experience. (Registrar's Office experience preferred)
- Ability to take initiative, problem solve, exercise excellent judgment, demonstrate critical thinking skills and adapt to shifting priorities
- Ability to clearly interpret and implement policies and procedures.
- Ability to prioritize and multi-task
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite
- Ability to follow oral and written instructions
- Ability to perform some administrative and clerical tasks
- Ability to establish and maintain an effective working relationship with the public and other employees

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (25) pounds.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line.

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations and No Phone Calls Please**