 **Transcript Analyst I Standard Job Description**

**Classification Title:** Transcript Analyst I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 5

**Job Description Summary:**

The Transcript Analyst I, under general supervision, evaluates transcripts from Colleges, Universities, and military work for transferability and makes decisions on resident status and other admissions issues.

**Essential Duties and Tasks:**

**35% Admissions Documentation Assistance**

* Assists in processing and evaluating high school transcripts.
* Assists in processing other required admissions documentation, such as proof of residency and immunizations.
* Learns basic required documentation for various categories of student applicants including freshmen, transfers, remittance, and international.
* Assists with preparation of articulation guides for junior/senior Texas Colleges and Universities.

**25% Records Evaluation and Data Entry**

* Examines, evaluates, and enters student academic records to determine eligibility using the various information systems.
* Prepares admission-related documents for review.

**20% Office Support and Customer Service**

* Answers general office emails; assists with walk-in traffic and telephone inquiries regarding admissions-related issues.
* Works cooperatively with Admissions Processing staff to improve operations and provide quality customer service.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Associate degree in related field, or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of work processing, spreadsheet, and database applications.
* Ability to organize work effectively, prioritize objectives, and manage time with a high level of discretion and independent judgement.
* Excellent written communication and analytical, interpersonal, and organizational skills.
* Ability to work independently once given a project.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone
* Fax/Copier

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* May be required to work overtime.
* Ability to work with sensitive information and maintain confidentiality.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**