 **Transcript Analyst II Standard Job Description**

**Classification Title:** Transcript Analyst II

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

**Job Description Summary:**

The Transcript Analyst II, 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:**

**25% Admissions Documentation and Analysis**

* Makes initial analysis of transcripts and other admissions documentation to validate and determine eligibility for course transfer/credit.
* Determines authenticity and viability of academic records used for admissions applications.
* Reviews course requirements and criteria to determine student applicant eligibility.
* Examines, evaluates, and enters student academic records to determine admissions eligibility.
* Performs in-depth analysis of specific application types for review by academic colleges and/or departments.

**20% Transfer and Special Populations Admissions**

* Makes decisions on transfer of course credit from colleges and universities.
* Maintains in-depth knowledge of special populations among applicant pool such as Engineering Academy and/or Program for System Admission.
* Reviews transfer, post baccalaureate and readmission applicants with colleges.
* Determines transferability of course credit from colleges, universities, and other academic sources.
* Coordinates processing of special program admissions.

**15% Communication and Liaison**

* Liaises with advisors, parents, and students regarding admissions policies and procedures.
* Answers general office email and assists with walk-in traffic and telephone inquiries from prospective students regarding a variety of admissions-related issues.
* Serves as a liaison to the Associate Deans and Department Heads for the review of applicants for admission.
* Resolves complex, highly sensitive, and confidential administrative matters surrounding applicants for admission as well as office support staff.

**10% Training and Supervision**

* Participates in the training and supervision of subordinates.
* Assists with hiring, training, and supervision of Transcript Analysts, Program Aides, and Student Workers.
* Participates in training to gain knowledge and stays abreast of the most current practices and policies related to undergraduate and international admissions.

**10% Project Support and Coordination**

* Plans and coordinates logistical and administrative support for events, meetings, specialized activities, projects, long term initiatives, or new programs.
* Prepares admissions-related documents and assists academic colleges with review of admission applications.
* Proposes updates for office procedures and processes.
* Handles special projects as assigned by the Associate and Assistant Director(s) and Coordinator(s).

**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.
* Four 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/Coper

**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**