 **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:**

**50% 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 transcripts and 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.

**30% Coordination and Communication**

* Liaises with senior staff in other departments with respect to admissions matters.
* Provides detailed coordination with colleges on quality assurance of application packages.
* Prepares admissions-related documents and liaises with academic colleges for review of applications.
* Resolves complex administrative matters surrounding applicants for admissions.

**10% Training**

* Participates in the training of subordinates.
* Under supervision, 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% High Priority Tasks**

* Completes high priority admissions-related tasks according to supervisor instructions.

**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**