 **Transcript Analyst III Standard Job Description**

**Classification Title:** Transcript Analyst III

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

**Job Description Summary:**

The Transcript Analyst III, under 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:**

**45% Admissions Processing and Quality Assurance**

* Oversees application processing, ensuring strict adherence to established specifications and handling of procedures and policies.
* Examines, evaluates, and enters student academic records to determine admissions eligibility.
* Analyzes and determines transferability of coursework and/or determines degree validity.
* Coordinates quality assurance on application packages, including verification of admissions responses.
* Oversees admissions decision correspondence.

**25% 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 admission.

**15% Training and Supervision**

* Coordinates processing of special program admissions.
* Trains subordinates on processes and procedures related to admissions.
* Participates in the hiring process of new staff members.
* Oversees a team of subordinate staff, providing guidance and supervision.

**10% Project Support and Coordination**

* Plans and coordinates logistical and administrative support for events, meetings, specialized activities, projects, long term initiatives, or new programs.
* Proposes updates for office procedures and processes.
* Handles special projects as assigned by the Associate and Assistant Director(s) and Coordinator(s).

**5% 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.
* Six 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.
* Expertise in secondary school credentials and/or college accreditation and/or transfer course equivalency research.

**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**