



WEST CHESTER UNIVERSITY of Pennsylvania

Posting No.: TBD

Posting Date: TBD

Assistant Registrar for Transfer and Articulation (SUA 3)

Join a vibrant campus community whose excellence is reflected in its diversity and student success. West Chester University of Pennsylvania invites applicants for the position of Assistant Registrar for Transfer and Articulation.

Working under minimal direction from the University Registrar, the Assistant Registrar for Transfer and Articulation provides leadership and supervision for all issues revolving around the transfer of academic credits within the Registrar's Office. The position performs a wide variety of tasks and projects supporting the transfer of credit and provides the leadership to effect change and improve transfer services to students, faculty, and community colleges. The tasks include, but are not limited to, building and continuing relationships with community college counselors, working closely with Deans and Department Chairs in developing course equivalencies for articulation agreements and single course transfers, and maintaining the transfer equivalency matrix using PeopleSoft or other internal software. Further, this position provides full support to the Registrar regarding transfer legislation, articulation & core-to-core agreements with community colleges, and all other tasks/issues revolving around the transfer of credit. The Assistant Registrar is also responsible for assisting in the coordination and scheduling of first year students each year.

Lastly, two support staff report directly to the Assistant Registrar. The University Registrar, Assistant Registrar, and Transfer Credit Coordinator work collectively to direct transfer credit operations to insure transfer issues are being handled, and transfer student needs are being met.

The position requires a bachelor's degree. The candidate must possess a minimum of three years of experience working with transfer students and transfer student issues. For example, advising or admitting transfer students, or evaluating transfer credit. This professional employee must possess excellent communication and organization skills. Knowledge of and or experience with computer-based student academic systems (Ex: PeopleSoft) and Microsoft Excel are required. Salary is \$48,137 annually.

Apply by on-line application at www.wcupa.edu/hr/application Electronic application allows for cover letter and resume attachments (required). References with contact

information will be required prior to interview. Review of applications will begin immediately and continue until the position is filled. AA/EOE. Women and minorities are encouraged to apply.

All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background and consumer reporting checks.