



WEST CHESTER UNIVERSITY of Pennsylvania

Posting No.: 12-39

Posting Date: TBD

Transfer Credit Coordinator (SUA 2)

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 Business School Counselor.

The Transfer Credit Coordinator works under minimal direction evaluating transcripts and assisting students and the academic community on the transfer of credit for undergraduate students. This position reports directly to the University Registrar with daily/weekly direction given by the Assistant Registrar for Transfer and Articulation. The Transfer Credit Coordinator works closely with clerical staff providing transcript evaluations, support for transfer credit issues, and general oversight in ensuring well-organized and timely processing. This position will also evaluate military and international/3rd party transcripts. Other tasks will include the evaluation and posting of AP Credit, maintenance of equivalencies, and overall support as needed for transfer services. Lastly, the Transfer Credit Coordinator performs, as needed, registration duties (enroll/drop/withdraw), prints transcripts and enrollment verifications, verifies degrees as needed, and participates in the planning and operation of commencement..

The position requires a bachelor's degree. The candidate must possess a minimum of two years of experience working with transfer students and/or evaluating transfer credit in a college or university. 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 \$43,599 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.