MAPE UNCLASSIFIED JOB POSTING

February 24, 2020

POSITION: Transfer and Advising Specialist (PCN 01003494)
CLASSIFICATION: MnSCU Academic Professional 2 (1132 – College Admissions)
STARTING DATE: Approximately April 1, 2020
APPOINTMENT: Full Time Unlimited
SALARY RANGE: $21.30-$30.93/hour ($44,474-$64,582 annual)
APPLICATION DEADLINE: To receive guaranteed consideration, application materials should be submitted online by March 4, 2020. The search will remain open until the position is filled.

RESPONSIBILITIES
This position serves as the first point of contact for students with existing credits that wish to transfer in to Alexandria Technical and Community College (ATCC), as well as DARS related business. This position provides leadership and coordination for the evaluation of prior credits. It also serves an advisor for PSEO, Liberal Arts, Undeclared and Visiting students, Transfer Pathways, and is an integral piece of ATCC’s Transfer and Advising Center and Student Services.

MINIMUM QUALIFICATIONS
• Bachelor’s degree in business, communication, marketing, or another related area.
• 3 years of work experience in student services.

PREFERRED QUALIFICATIONS
• Work experience in student personnel administration, higher education administration, or a related field.
• Ability to provide leadership and expertise in national and international transfer guidelines and practices, curriculum development, aggressive problem identification, and problem solving.
• Skills in developing and leading innovative approaches to transfer opportunities, process planning and management; policy development; interpersonal and public communications; writing and editing; team building; establishing and maintaining effective working relationships with faculty and other college administrators; project management; and information system development.
• Knowledge of and experience with the application and integration of Minnesota State and ATCC policies, procedures, and practices; State and Federal Law, customer/student service standards; continuous quality improvement methods, transcript and credit equivalency standards; degree graduation standards, DARS, Transferology, evaluation of military education transfer policy; CLEP, DSST, AP and IB report evaluations; ISRS; and Microsoft Office software.
• Knowledge of career placement and the ability to work closely with external employers through written and verbal communications is required.

Alexandria Technical and Community College is constantly seeking to become a more diverse community and to enhance its capacity to value and capitalize on the cultural richness that diversity brings. The College strongly encourages applications from persons with diverse backgrounds.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.
TO APPLY: Apply online at https://www.alextech.edu/about-atcc/human-resources. Click on Academic Jobs – “How to Apply” link to apply. You must apply online and attach an electronic resume and copies of your transcript(s) to your online application in order to be considered for this position.

CONTACT: Ruth Dickey; (320) 762-4484;
Fax: 320-762-4450;
Email: employment@alextech.edu

Benefits include health, dental, life insurance and retirement plan.
Alexandria Technical and Community College is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. All applicants must be able to lawfully accept employment in the United States at the time of employment. This information will be made available in alternative format, such as large print or cassette tape, upon request.
This position description accurately reflects my current job. This position description reflects the employee's current job.

Employee Signature

Date

Supervisor Signature

Date

**POSITION PURPOSE** (why position exists; how it helps accomplish mission of the department/division)
This position serves as the first point of contact for students with existing credits that wish to transfer in to ATCC, as well as DARS related business. This position provides leadership and coordination for the evaluation of prior credits. It also serves an Advisor for PSEO, Liberal Arts, Undeclared and Visiting students, Transfer Pathways, and is an integral piece of ATCC’s Transfer and Advising Center and Student Services.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Provide leadership and coordination for credit transfer into ATCC, ensuring a smooth transition for students. Provide subject matter expertise on the transfer of college, military, and test-out (CLEP, AP, DSST, etc.) credits. Evaluate prior college transcripts for transfer of credit within college’s transfer policy in a timely manner, which assists student’s decision making processes. Serve as a subject matter expert for Liberal Arts and Transfer Pathways.

   **Priority:** Essential
   **Percent of Time:** 30%

2. Implement and maintain Degree Audit Reporting System (DARS) and Transferology. Encode and update program requirements as changes occur, ensuring accuracy and the most up-to-date information needed to graduate.

   **Priority:** Essential
   **Percent of Time:** 15%

3. Provide communication and training of transfer resources and DARS reports for students, faculty and staff to ensure accuracy in advising and meeting graduation requirements. Present to designated classes, Transferology and other on-line resources to assist in the transfer process. Assist students, faculty, and staff advisors with DARS interpretation to ensure accuracy in advising.

   **Priority:** Essential
   **Percent of Time:** 5%
4. Provide guidance through advising, workshops and appointments, including PSEO students and others as needed. Serve as a resource to faculty advisors and provide advising assistance and back-up, giving students on-the-spot information in order to get registered. Serve as a subject matter expert for Liberal Arts and Transfer Pathways.

   Priority: Essential Percent of Time: 30%

5. Contribute to the overall viability of the ATCC Transfer & Advising Center and Registrar’s Office through contributions to on-going retention efforts, on-site events, registration activities, ACCUPLACER interpretations, PSEO/OCHS efforts, and other activities that occur.

   Priority: Essential Percent of Time: 20%

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications** *(expected to have to enter job)*

- Bachelor’s degree in business, communication, marketing, or another related area.
- 3 years of work experience in student services.

**Preferred Qualifications** *(desired but not expected to have to enter job)*

- Work experience in student personnel administration, higher education administration, or a related field.

- Ability to provide leadership and expertise in national and international transfer guidelines and practices, curriculum development, aggressive problem identification, and problem solving.

- Skills in developing and leading innovative approaches to transfer opportunities, process planning and management; policy development; interpersonal and public communications; writing and editing; team building; establishing and maintaining effective working relationships with faculty and other college administrators; project management; and information system development.

- Knowledge of and experience with the application and integration of MnSCU and ATCC policies, procedures, and practices; State and Federal Law, customer/student service standards; continuous quality improvement methods, transcript and credit equivalency standards; degree graduation standards, DARS, Transferology, evaluation of military education transfer policy; CLEP, DSST, AP and IB report evaluations; ISRS; and Microsoft Office software.

- Knowledge of career placement and the ability to work closely with external employers through written and verbal communications is required.

**RELATIONSHIPS**

**This Position Reports to** *(provide class title, not person’s name):*

- Registrar
**Supervises** (classification title; FTE; # in position; note if providing work direction only)

- Provide Lead Work for:
  - 1-2 Student Worker(s) (Work Study)

**Internal and External Clientele and Purpose of Contact** (the most significant job related contacts)

- Students (ATCC, Transfer, and High School)
- ATCC Faculty, Staff, and Administration
- Transfer Specialists, Faculty, Staff, and Deans at other colleges, Faculty and Staff at area high schools

**PROBLEM SOLVING** (most difficult types of problems to resolve and consequence of error/non-resolution)

- This person provides efficient, effective, and creative problem-solving strategies to facilitate maximum transfer of credit within the policies of the secondary and higher education community, and provides alternative solutions to students to resolve transfer issues. This person facilitates agreement between faculty at two or more institutions, using problem-solving and creative resolution as needed.

As a coordinator for the Information Center, this person will provide problem solving and coaching as issues arise with college operations and inquiries, as well as staffing.

**FREEDOM TO ACT**

- **Budget** ($ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)
  - Transfer Specialist budget

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

- This person has the freedom to act and make decisions within areas of principle responsibilities. This person operates independently on a day-to-day basis within established transfer policy, procedures, processes, articulation agreements, secondary school requirements, and higher education institutional requirements. This person has the authority to make exceptions and use discretion in major areas of responsibility and consults with academic deans and/or immediate supervisor in matters which are outside major area of responsibility or which change a major policy.

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*