

University of Maine

Date: August/September 2021

Title: Assistant Transfer Officer

Department: Office of Student Records

Report To: Associate Registrar

Purpose: To evaluate how external courses equate to the University of Maine's courses and degree requirements. To maintain the transfer equivalency database to be used for prospective and current students.

Essential Duties/Responsibilities:

1. Evaluates courses from University of Maine feeder schools and determines University of Maine equivalents. Coordinates and acts as resource on transfer policies and equivalencies with deans and department chairs and students for prior approval of courses taken away at other institutions.
2. Maintains transfer equivalency information by creating school and course information, developing transfer rules and organization affiliations to be accessible for the University of Maine System and public users.
3. Organizes and posts all transfer credit from domestic institutions, AP, CLEP, Challenge Exam, Seal of Biliteracy, Prior Learning and Competency Exam credit.
4. Runs various queries in MaineStreet to support the transfer process to include identifying newly admitted students, transfer work that needs to be evaluated, courses to be added to the existing transfer rules and ongoing maintenance.
5. Provides course descriptions of courses at other domestic institutions and acts as a resource for academic advisors, faculty and deans on transfer policies and questions pertaining to course equivalents. Recommend course equivalents for approval of courses taken off-campus by UM students and maintain records of such "prior approvals."
6. Provides tentative transfer evaluation services to prospective students.
7. Posts graduate school transfer credit.
8. Responsible for the data integrity of the transfer rules built within the student information system.
9. Performs other reasonably related duties as assigned.

Knowledge/Skill Qualifications:

1. Bachelor's degree or equivalent experience in a related field.
2. One to three years of experience at an institution of higher education.
3. Experience with automated student information system.
4. Experience with evaluating transfer courses, preferred.
5. Strong attention to detail.
6. Experience with college level curriculum.

7. Must be dependable, self-motivated, organized and possess the ability to problem solve.
8. Ability to work with limited supervision.
9. Excellent written and oral communication skills.

Other Information

Supervisory Responsibilities: None

Position Type: Ongoing fiscal year appointment.

Work Environment/Dynamics: Person will be an intricate member of the Office of Student Records Team. Accuracy and attention to detail are paramount. The Degree Progress Report is an important advising tool that can help with student retention and graduation.

Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work beyond regular hours (to include evenings and weekends) may be necessary in order to meet the requirements of the position. The employee will establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

Work Year: Fiscal year appointment.

Job Family/Salary Band: 18/03

Schedule for Evaluation: In accordance with UMPSA agreement

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Appropriate background checks are required