

Sul Ross State University
Position Description

Official Title: Coordinator of Transfer Services **Salary Group:** 13 Exempt **Job Code:** 3902

Summary

Function: Coordination of SRSU@MC programs; additional recruiting duties at Odessa and Howard Community Colleges; admissions and registration counseling; coordinate and facilitate the delivery of SRSU distance education curricula. Serve as principal recruiting agent for a specific area for SRSU.

Scope: Work with colleagues at SRSU and other institutions, to design, plan, and implement superior academic transfer programs. Recruit and assist students through the transfer process. Serve as a liaison between community college students and Sul Ross State University.

Duties

Essential: Facilitate the continuation of distance education programs; provide oversight of the student application process; secure classroom resources and coordinate field trips for class offerings; coordinate student document collection, and tracking with main campus; run reports. Travel to and recruit potential new transfer students from Odessa College and Howard College at least once a month. Coordinates aspects of new program articulation, admissions and financial assistance review, interviews and informational presentations to prospective students, high schools, and community colleges; knowledge of programs and organizations at Sul Ross; will facilitate ongoing office projects such as student volunteer efforts, publications, application coordination or campus visit programs. This position is responsible for articulation of transfer course work for applicants. This position is responsible for advising of MC in collaboration with academic departments at SRSU Alpine. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Required travel to Alpine campus monthly or dependent on direction of supervisor.

Non-Essential: Other tasks specific to activity and other duties as assigned.

Reports all activity to Assistant Vice President of Enrollment Management.

Supervision

Received: General supervision and instructions from Assistant Vice President for Enrollment Management.

Given: May supervise other part time and full time employees.

Education

Required: Bachelor's degree.

Preferred: Master's degree.

Experience

Required: Must have experience operating a personal computer. Demonstrated experience with higher education transfer and policies; some experience with distance education methodologies.

Preferred: Sul Ross Alumnus

Equipment/Skills

Required: Strong verbal, written, and organizational skills; public speaking.
Preferred: Bilingual in Spanish.

Working Conditions

Usual: Current driver's license and driving record acceptable to the university must be maintained as a condition of employment. Must have personal transportation. Must be willing to work some evenings and weekends. Exempt from overtime provisions.

Special: Position is security sensitive. Position is located in Midland, Texas and is required to use personal vehicle to travel to Odessa and Howard Community Colleges.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date Revised: December, 2014