



**Position:** Transfer Credit Specialist (Part-Time)

**Department:** Center for Student Success (CSS)

**Reports to:** Assistant Dean of the Center for Student Success

**Duties and Responsibilities:**

- Assist the Assistant Dean of the Center for Student Success (CSS) with managing the College's Transfer Equivalency database and maintaining a repository of standard equivalencies.
- Creates and maintains transfer credit evaluations for all incoming transfer students, readmit students with transfer credit, and freshmen with incoming college credit.
- Work closely with the Registrar's Office to ensure timely posting of transfer credits for students.
- Assist in the oversight of the credit equivalency determination process related to articulation agreements and MOUs with partner institutions
- Collaborate with the Director of Study Abroad in reviewing credit equivalency information related to study abroad opportunities and facilitate the process for new study abroad courses.
- Meet with students about their transfer credit evaluations, as needed.
- Assist CSS and the Admissions Offices in meeting with students to handle student inquiries using Self-Service, college policies and procedures, students' resources, and completing necessary onboarding items.
- Serve as the liaison for the Office of Admissions, CSS Dean's Office, and Registrar's Office
- Assist students with evaluation appeal process.
- Maintain current knowledge on St. Francis College's degree programs, prerequisites, and other advising or course information necessary to provide accurate credit evaluations to students.
- Stay abreast of the college's rules and policies to direct students to the appropriate resources within the College, and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Utilize the department's advisement scheduling software, as well as the College's student data resources and student planning software, as needed.
- Participate in specific weekend and evening events, as identified by the Director, during the academic year such as but not limited to the College's Open House, Admitted Student Day, and orientation events.
- Perform additional duties as assigned.

**Qualifications:**

- BA degree required
- Prior experience in an administrative/data entry role
- Strong communication, presentation and organizational skills required
- Team-oriented and strong attention to detail
- Proficient with Microsoft Office Suite, strong Excel skills highly preferred.
- Awareness and sensitivity to the needs and expectations of college students
- Ability to work with a diverse student and staff population

**Pay Range:** \$25.00 - \$30.00 per hourly

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

About St. Francis College: For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by [clicking here](#).