**JOB DESCRIPTION**

**Transfer Credit Assistant**

**Definition of Class**
This is a non-supervisory position in which the incumbent performs clerical duties in support of degree audit, equivalency determination, and transfer articulation activities. Incumbent evaluates transfer requests using established guidelines and procedures. Incumbent reports directly to an Assistant Registrar.

**Examples of Work Performed**
- Encodes rules and information according to system requirements.
- Performs data entry.
- Verifies records to ensure accuracy.
- Maintains record of new courses for equivalency review and submits file to appropriate personnel.
- Corresponds with students regarding academic status.
- Reviews transcripts; determines transferability of previous course work.
- Encodes courses using University of Mississippi taxonomy.
- Updates student academic records and degree audit system.
- Communicates results to student and to academic units.
- Generates reports for students, departments, and others as requested.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs clerical duties associated with degree audit, equivalency determination, and articulation review activities.
2. Evaluates transfer requests and determines transferability of previous course work.
3. Performs data entry and verifies records to ensure accuracy.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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