

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, CATALOG CURRICULUM AND TRANSFER EVALUATION**

**Reports To:** University Registrar

**UW Job Code:** 7317

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 3-4-20

### **JOB PURPOSE:**

Coordinate and oversee annual online college catalog and creation, to include Banner changes, ongoing coordination with the academic schools and administration for ensuring degree requirements conform to University regulations; coordinate the daily operations of transfer evaluations including military, traditional and non-traditional course work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review and analyze existing sources of credit equivalency information (i.e. A.C.E. credit guides online, etc.) to prepare for submission to faculty and staff for review and evaluation.
- Evaluate and provide transcript evaluations and determine course transferability and/or equivalency for prospective students for all university programs.
- Maintain graduate differential tuition attributes and work with academic departments to determine which sections should have graduate differential tuition attributes.
- Manage the review of Reverse Transfer groups and work on expanding the program, supporting student degree audit review for degree completion.
- Coordinate with the academic units and administration curriculum, degree requirements, policy and other information to ensure timely submission for posting the catalog online.
- Maintain and modify Banner Articulation Modules.
- Collaborate with Transfer Relations on Banner transfer credit equivalency tables, enhancements and/or upgrades.
- Update the University catalog using specialized software.
- Provide training to faculty in an individualized or group setting on reviewing course evaluations providing summary updates as changes occur.

### **SUPPLEMENTAL FUNCTIONS:**

- Attend and participate in training and other professional development activity.
- May assist with graduation ceremonies, or special award/recognition events.
- Perform other duties as assigned.

**COMPETENCIES:**

- Analysis/Problem Identification
- Attention to Detail
- Collaboration
- Judgment
- Technical/Professional Knowledge
- Strategic Planning

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years in higher education setting**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Post-Secondary class content.
- Scheduling systems in use, including R25/25Live and the Banner Student Services system.
- Academic standards governing student probation, suspension, and/or expulsion.
- Student recruitment and retention issues.
- Organizational structure, workflow, and operating procedures.
- Admissions standards.
- Transfer credit processes, procedures, and requirements.
- Academic advising processes, policies, and techniques.
- Available University resources and programs.
- Processes and regulations in dealing with undeclared, probationary, conditionally admitted, suspended, or reinstated students.
- University curriculum and academic policies and procedures related to academic processes.
- Applicable legislation, standards, policies and procedures within specialty areas.
- Applicable computer formats, systems, and software in use in area of specialty.
- Research methods, processes and procedures.
- Degree checks and transcript evaluations.
- NCAA Division I athletic eligibility requirements.
- Academic scheduling.

Skills and Abilities to:

- Manage and maintain records and databases.
- Ability to interview and advise students.
- Evaluate and analyze program-related information.
- Supervise and train staff, including organizing, prioritizing and scheduling work assignments.
- Develop, plan, and implement short- and long-range goals.
- Enter information into information systems.
- Make appropriate recommendations based on logical and justifiable reasoning.
- Perform degree checks and transcript evaluations.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Evaluate student transcripts and/or records.
- Analyze program requirements, university requirements, and/or curriculum/graduation requirements.
- Use personal computers and related software applications.
- Oversee, review, and evaluate student admissions screening processes.
- Maintain confidentiality.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Effectively counsel students with academic difficulties.
- Communicate effectively, both orally and in writing.
- Multi-task.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.