

Transfer Enrollment Coordinator - Extended North Carolina A & T State University

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Posted Dec. 5, 2019, set to expire Apr. 5, 2020

Job Title	Transfer Enrollment Coordinator - Extended
Department	Assoc VP for Enrollment Mgmt
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Dec. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

The Transfer Enrollment Coordinator (in conjunction with the Office of Undergraduate Admissions and Transfer Articulation) is responsible for contributing to the achievement of university enrollment goals by supporting and communicating admissions policies and procedures to students, families, community college advisors, and campus partners. In addition, the position will participate in University undergraduate recruitment activities, including college day/evening programs, individual visits to post-secondary institutions, advisory board meetings, and campus tour visitations. In addition, this position will assist in drafting and developing policies and procedures that support the goals of the university, foster a transfer culture, and increase transfer rates including those of under-represented populations develop and facilitate transfer success workshops, consult with the Office of Strategic Planning and Institutional Effectiveness (OSPIE) to collect and analyze meaningful transfer data, prepare reports, evaluate program effectiveness, and work collaboratively with instructional faculty, coordinate services with feeder colleges and universities.

As a point of contact for transfer students and families, this position will manage the enrollment

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process for transfer students, act as a liaison for potential transfer students with academic departments and university service units, work with faculty and staff to evaluate and update transfer equivalencies, research sending institutions general education curriculum, prepare unofficial transcripts, and speak at events related to transfer students other Enrollment Management offices and the college academic advising. The Transfer Coordinator will provide a vision and direction for transfer services and position requires exercise the ability to work closely and confidentially with students, faculty, and administrators in interpreting academic policies relative to transfer articulation agreements and transfer credit equivalencies. Strong computer and communication skills are essential.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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