

JOB DESCRIPTION

Dept: KPU International

Working Title: International Articulation and Transfer Credit
Coordinator (725)

Date: July 2016

Job Class: 14

PRIMARY FUNCTION:

Responsible for evaluating official transcripts, both foreign and domestic, submitted by international students for transfer credit in accordance with established policy and articulation agreements. Reviews documents, formal correspondence (both written and oral), and other information to ensure authenticity. Responsible for coordinating the activities related to articulation agreements with international partner institutions. Establishes and maintains a resource library of reference materials for the processing of transfer credit and articulation within KPU International. Coordinates the activities of transfer credit and articulation within the KPU International office.

JOB DUTIES AND TASKS:

1. Coordinate the functions and activities related to transfer credit evaluation for international students:

- a. Establish and maintain departmental processes and systems to manage transfer credit for international students.
- b. Liaise with the Office of the Registrar to ensure institutional consistency in transfer credit evaluation processes and practices.
- c. Facilitate the transfer credit approval process of domestic and foreign transcripts with Deans and designated faculty.
- d. Supervise and train staff regarding transfer credit trends, practices and procedures.
- e. Liaise with internal and external resources to ensure that transfer articulation information, policies and procedures are kept up-to-date.
- f. Review policies and recommend and implement changes as required.

2. Research and evaluate secondary and post-secondary transcripts:

- a. Research and evaluate domestic and foreign secondary school and post-secondary institution transcripts submitted from international students and evaluate transfer credit as appropriate.
- b. Develop and maintain up-to-date reference file for domestic and foreign transcripts and credential requirements.
- c. Develop, maintain and update departmental reference and procedure manuals for the evaluation of transfer credit.
- d. Prepare and provide regularly scheduled and ad hoc statistical reports on the type and amount of transfer credit granted as requested to international students.
- e. Consult with deans and faculty regarding transfer credit to be granted for courses from other post-secondary institutions.
- f. Establish contacts and liaise with post-secondary institutions, professional groups and other related agencies.

3. Coordinates the functions and activities of the establishment, implementation and maintenance of international articulation agreements.

- a. Maintains positive relationships with existing and potential international articulation partner institutions.

- b. Identifies potential international articulation partners, gathers the necessary documentation for review and works with the Manager and Director to manage contacts with external partners.
- c. Serves as a liaison between external international partners and internal KPU departments as needed.
- d. Organizes and communicates internally and with external partners regarding visits from existing and/or potential articulation partners.
- e. Organizes, coordinates, and manages budget for internal and external events and activities related to the signing of articulation agreements; communicates internally and with external partners regarding signing events and other related activities
- f. Develops and maintains a database of current articulation agreements, agreements in progress and potential articulation partners.
- g. Responsible for the effective functioning of existing international articulation agreements. Ensures that agreements are reviewed for effects of curriculum changes.
- h. Develops and maintains a system to ensure agreements are kept up to date, identifies and processes renewals, terminations and revisions as necessary; communicates with internal and external stakeholders during this process.
- i. Manages the process for approval of new international articulation agreements according to institutional processes and policy.
- j. Facilitates the transfer credit for students from articulation partner institutions and communicates the process and status with students.
- k. Ensures that current articulation agreements are filed in accordance with policy and available for access by KPU staff as necessary.
- l. Coordinates the entering of international transfer articulation information in the Transfer Articulation module of the student records database in accordance with approved articulation agreements.
- m. Establishes and maintains an appropriate network of professional contacts. Maintains currency with professional organizations and publications as related to articulation and transfer credit. Attends and participates in meetings and conferences as appropriate.

4. Provides guidance and advice to students, staff, faculty and administration:

- a. Advise and provide information to students, staff, faculty, administrators and agents on the transfer credit evaluation process as required.
- b. Advise students and agents of transfer credit granted and update student records as required.
- c. Evaluate documents based on the student needs and program requirements.
- d. Provide advocacy for students experiencing transfer credit difficulty including providing referral to appropriate resources.
- e. Develop and implement strategies to provide better communication and services to students including the use of online tools.
- f. Interpret and/or explain KPU policy and procedures relative to student rights and responsibilities relating to transfer credit.

5. Provide leadership and supervision for KPU International staff:

- a. Provide leadership and supervision including recruiting, training, scheduling work, assigning work and resolving performance issues.
- b. Conduct performance appraisals and provide feedback on work performance.
- c. Schedule human resources to ensure adequate staffing for workloads.
- d. Approve and verify vacation, overtime and timesheets.
- e. Maintain and update records of vacation time, overtime, illness and other related personal information.
- f. Advise the Manager, Recruitment, Admissions & Articulation, regarding budgetary needs including assessing the need for additional staff.

6. Related duties:

- a. Order supplies and print-shop orders and sign for receipt of goods.
- c. Arrange and/or attend meetings with internal and external resources and agencies.
- d. Assist in other related duties as required.

SUPERVISION RECEIVED:

Reports to the Manager Recruitment, Admissions & Articulation.

SUPERVISION/DIRECTION EXERCISED:

Provides leadership and direction for 1 – 5 KPU International staff including training, scheduling, assigning work and addressing performance issues. Trains KPU International employees in the use of the Transfer Articulation module of the student records database.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Develop and maintain database to track international articulation agreements, release confidential student information according to procedure.

FINANCIAL RESOURCES:

Manage project/event budgets and approve related expenditures, Order office supplies and sign for receipt of goods; authorize

EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Successful completion of an undergraduate degree or an equivalent combination of education and experience.
2. A minimum of three (3) years experience in progressively responsible position in an educational institution or similar organization.
3. A minimum of two years experience in an admissions or transfer credit environment, preferably for international students.
4. Demonstrated knowledge of college/university programs and courses and demonstrated ability to keep up-to-date with credit, non-credit and professional studies offerings and admissions policies.
5. Experience working with international students, including an understanding of other cultures and the ability to communicate in a cross-cultural working environment.
6. Excellent communication skills, including experience in public speaking. Ability to communicate patiently and effectively with a diverse range of people and situations.
7. Demonstrated experience in preparing and publishing documentation.
8. Formal training and/or extensive acquired knowledge in computing, including proficiency in using BANNER Student at an intermediate/advanced level, or a similar student records-based system, preferably in a post-secondary institution.
9. Proficiency using a spreadsheet program such as MS Excel and MS Access at an intermediate level.
10. Demonstrated analytical skills, including problem-solving and needs analysis.
11. Excellent organizational skills, including the ability to set priorities and meet deadlines.
12. Proven ability to work independently, exercise good judgment, demonstrate initiative, and develop flexible approaches toward work procedures and improvise satisfactory alternatives.
13. Ability to establish and maintain effective working relationships with University administration, faculty, staff and students.
14. Aptitude for exacting and precise work.
15. Experience in preparing and publishing documentation reports internally.
16. Experience in planning and presenting training activities.
17. Full command of the English language, both written and oral.
18. Full fluency in one of KPU's target languages (Hindi or Punjabi preferred).

July 2020