



**DATE ISSUED:** 04/10  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Equivalency Coordinator

### **JOB SUMMARY**

This position will serve as the senior liaison to Undergraduate Advising Office. Responsibilities to include, coordination of the semi-annual update of departmental equivalencies across the University, research and post transcript information on NCAA Compliance website for Athletics, serve as the senior contact person regarding student's transcript issues, counsel students on admission requirements, review and interpret transcripts, review and post test scores, provide customer service to students, faculty and staff. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Manager of Student Records

*Supervises:* No Supervisory Responsibility

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Serves as SR liaison to Undergraduate Advising Office.  
Coordinates the semi-annual update of departmental equivalencies across the University.  
Researches and posts transfer credits while adhering to Southern Association of Colleges and Schools (SACS) and NCAA rules and regulations.  
Serves as SR contact person regarding student's transcript issues.  
Monitors and responds to emails in the SR Evaluation public folder.  
Informs management of support issues, backlogs or errors.  
Researches and resolves student equivalencies, core completion, credit hour maximums problems for academic advisors.  
Downloads applications from UT.  
Analyzes and disseminates data as it relates to the application process.

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Assists in the updating and creation of course equivalency guides.  
Provides user test plans and feedback of software to ITS.  
Trains new and continuing staff members on the process of transcript evaluation.  
Responsible for timely answering of phone calls using the ACD system.  
Advises students on using online application status tool.  
Provides customer service to students, faculty and staff.  
Add/remove holds.  
Determine admission eligibility.  
Calculates GPA and hours earned, hours attempted.  
Reviews and evaluates files of applicants.  
Verifies all transcripts have been received.  
Evaluates and posts core completion.  
Provides quality control.  
Reviews and interprets transcripts.  
Enters all coursework that has been accepted.  
Counsels students on admission requirements.  
Updates current students transfer course work.  
Reviews and posts test scores.  
Assists in updating and creating course equivalency guides.  
Updates Nursing Database.  
Assists students in setting up Pioneer Portal.  
Determines if 72 or 84 hour rule.  
Verifies student degrees.  
Converts and calculate grades from other credit systems.  
Expedites files per academic department.  
Responds to university staff and faculty regarding general course equivalency.  
Determines course equivalencies and maintains the University standard equivalency database.  
Inputs, maintains, and assists in processing computerized data.  
Organizes, maintains and researches unidentified documents.  
Serves as one of SR web spinners.

### ***ADDITIONAL DUTIES***

Assists with special events.  
Indexes documents into GMedia  
Shreds documents for the department  
Proofs documents to verify entry into GMedia  
Mails information to prospective and current students  
Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree required.

## **EXPERIENCE**

At least 3 years experience required, preferably in Admissions, Student Records, Registrar's or Financial Aid Office.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Working knowledge in any or all of the above areas. Bilingual in Spanish would be helpful.  
Knowledge of current admission standards and registration requirements.  
Knowledge of personal computer and mainframe applications relating to the processing of admissions and registration.  
Skills in evaluating and supervising employees, providing direct training when needed.  
Ability to deal effectively with students, parents, employees, and administration.  
Ability to communicate effectively, orally, in writing and by telephone.  
Skill in dealing with the public and students in a courteous and professional manner.  
A commitment to a student center customer service philosophy.  
Ability to prepare financial and other statistical reports.  
Ability to function in multi-campus environment.  
Ability to give presentations to groups regarding admissions and registration.  
Ability to use a personal computer and other office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

## **WORK ENVIRONMENT**

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Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***