



JOB DESCRIPTION

TITLE: **Transfer and Credentials Evaluation Specialist**
Temporary part-time position that will end 6/30/2025.

DEPT: Registrar's Office

REPORTS TO: Registrar

FLSA: Non-Exempt

SALARY: \$25/hr., temporary part-time up to 20 hours a week.

POSITION SUMMARY:

The Credentials Evaluator and Transfer Coordinator examines and evaluates academic records/credentials of students applying for admission to university, college or graduate program or for graduation. This position is responsible for evaluating academic credentials from diverse sources, determining course equivalencies, managing transfer articulation agreements, and ensuring accurate and efficient credit transfer processes. The Credentials Evaluator and Transfer Coordinator works collaboratively with students, faculty, and staff to maximize academic progress and ensure a positive onboarding experience. *This position is part-time, and this job description entails all duties and functions of a full-time 1.0 FTE status since this is a part-time temporary position, an employee will not be expected to know all duties and functions by the end of 6/30/2025.*

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Manages confidential information with tact, discretion and in compliance with FERPA regulations.
4. Responsible for all aspects of official transfer credit evaluation, including credits from non-traditional sources (e.g. military transcripts, credits by examination), ongoing intake and tracking, interpreting transcripts, evaluating transferability, data entry into the Student Information System (Jenzabar EX), and communication with academic advisors and students.
5. Maintains articulation tables and records of transfer decisions, facilitates decisions related to transfer exceptions.
6. In consultation with academic departments, determines and records placement of residential and transfer credits to degree requirements; cross-checks substitutions and departmental placements to ensure academic integrity.

7. Within the Student Information System (Jenzabar EX), creates new and updates degree & majors, and works with departments to ensure accuracy of degree & majors in accordance with assigned academic catalog. Assign Advisor access and provide. Advisor training as needed.
8. Processes program changes (major, minor, concentration) and re-evaluate transfer and residential placement credits based on those changes.
9. Represents the Office of the Registrar in collaborative efforts related to degree and transfer evaluation; educates staff and faculty on academic policies related to degree and transfer evaluation.
10. Assists in the coordination for graduation every spring semester every year. Assists with setting up for the ceremony and background responsibilities to ensure smooth execution of the graduation ceremony.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- Bachelor's degree required.
- 2-3 years in credential evaluation at a college or university; experience with high volume transfer credits; experience with student records and advising.
- Knowledge of transfer credit policies and articulation agreements.

Skills:

- Ability to balance multiple priorities and deadlines.
- Strong database, spreadsheet, word processing, and Microsoft Office skills; degree audit programming experience preferred.
- Strong attention to detail, accuracy and critical thinking skills.
- Possess an elevated level of people skills and professionalism.
- Ability to communicate effectively, both verbally and in writing, and collaborate well with all constituents.

BENEFIT PACKAGE (temporary part-time):

- Paid sick leave will accrue at one (1) hour of paid sick leave for every 40 hours worked.
- Part time position not eligible for university health benefits/insurance.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume, transcripts for Bachelor's degree verification.
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complying with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action