Position Purpose

The Admissions – Transfer Coordinator performs a full range of operations and administrative tasks in support of the admission and enrollment of students at a two-year Connecticut Community College which has open enrollment and which offers degree and certificate programs in a broad range of liberal arts, transfer, occupational and career studies. In addition, the position provides advising services to prospective students to assist them in enrolling in programs best suited to their academic and experiential preparation. The position also performs outreach tasks to inform communities about the services of the College and to promote enrollment meeting College program standards.

Supervisory and Other Relationships

The Admissions – Transfer Coordinator typically works under the direction of a Director of Enrollment Management or other student enrollment or student services administrator. The position may directly supervise or may provide functional guidance to support staff and to student workers.

The position is required to have cooperative and collaborative relationships with staff members in such functional areas as outreach, student recruitment, enrollment services, student financial aid, placement testing and similar functions. The position is expected to collaborate with academic and student services departments to contribute to retention of students. In the external environment, the incumbent is required to have contacts and relationships with school administrators, counselors, college transfer counselors and students and with key members of community organizations such as corporations, service groups, churches, foundations and local governments. The incumbent is expected to represent the College in a manner which enhances the College’s image in the public and which is appropriate to the dignity of the institution.

Major Accountabilities:

The Admissions – Transfer Coordinator is accountable for contributing to the enrollment of students meeting the College’s enrollment requirements through effective performance in these essential functional areas:

- Enrollment administration;
- Admissions transfer in advising;
- Transfer credit evaluation;
• Outreach and student recruitment;
• Supervising or leading the work of support staff.

Examples of Essential Duties and Accountabilities

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Enrollment Administration: The Admissions – Transfer Coordinator is accountable for evaluating college transcripts for applicable transfer credit to contribute to the efficient enrollment of students. This accountability includes such essential tasks as:

1. Reviewing applications for admission including screening documents such as transcripts, immigration and veterans’ papers to evaluate them for completeness, students’ special needs and appropriateness for admission to College programs;
2. Evaluating transcripts of potential applicants, accepted applicants and currently enrolled students to determine Gateway course equivalencies and the appropriate application of those courses clearly indicating students’ pathway to academic program completion;
3. Responding to questions from students, parents and guidance counselors on admission requirements and procedures;
4. Performing a broad range of administrative support duties to facilitate the admissions process including such tasks as composing and preparing correspondence to arrange candidate interviews and to provide general admissions information;
5. Assisting in arranging and organizing on-campus events for visiting groups such as student candidates, guidance counselors and parents; these assignments may include arranging for and scheduling facilities, equipment and catering;
6. Scheduling student placement testing.

B. Admissions Advising: The Admissions – Transfer Coordinator is accountable for performing and assisting in analyzing eligibility of prospective students for admission to the College and for advising those candidates, their parents and school guidance counselors on appropriate academic programs. This accountability is intended to support the accountabilities of the Director of Enrollment Management and Admissions Associates in evaluating the qualifications of prospective students for enrollment and includes such essential tasks as:

1. Analyzing applications for admission including academic transcripts and related documents to provide preliminary assessment of applicants’ qualifications; this may include verifying authenticity of transcripts, determining acceptability of credits to the College’s programs and identifying equivalent courses in the College’s curricula;
2. Meeting with applicants for admission to determine their career goals and to advise them on appropriate courses for their goals and preparation;
3. Advising applicants individually and in groups on such issues as academic and career opportunities, how to enhance their competencies and general information on financial aid and enrollment;
4. Scrutinizing of college transcripts for authenticity and evaluating the courses thereon for appropriate articulation to equivalent Gateway courses and the subsequent awarding of transfer credit.
C. Outreach and Student Recruitment: The Admissions – Transfer Coordinator is accountable for contributing to the recruitment of sufficient numbers of appropriately qualified students to meet the College’s enrollment goals. This accountability includes such essential tasks as:

1. Participating in programs to attract students to the College and to promote and enhance the public image of the College. This may include: participating in meetings with high school guidance counselors and administrators, students and community groups and serving as a staff participant at such events as college fairs, job fairs and open house programs;
2. Assisting and participating in development and preparation of promotional and informational literature on educational opportunities at the College.

D. Supervising and Leading: The Admissions – Transfer Coordinator is accountable for assisting in the administration of the College’s enrollment services and requires the position to provide effective work direction or functional guidance to support staff and student workers in carrying out the administrative support tasks of the department. This accountability includes such essential tasks as:

1. Assisting in selection of support staff and student workers and in their work-related skill training;
2. Assigning tasks to those staff members and student workers including explaining how the work is to be done, the expected work products and the time for their completion;
3. Reviewing and correcting the work of those assigned staff members and student workers to assure the quality of administrative support products and services;
4. Participating in planning office operation, assisting with budget preparation and leading the department in the absence of the Director.

Professional Participation and Development

In addition to the accountabilities listed above, the Admissions – Transfer Coordinator is required to carry out the essential duties of: attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings; all of which may involve attendance at evening or weekend events. The incumbent is required to maintain currency in the position’s required fields of expertise and competencies. In addition, the position incumbent is required at all times to interact in a courteous and respectful manner with students, public and peers and to maintain complete confidentiality of student records and other materials of a confidential or sensitive nature.

Qualifications

Incumbents are required to have:
• demonstrated experience evaluating college transcripts, determining course equivalencies and awarding transfer credit;
• demonstrated skills and abilities in office administration including competence in use of personal computers with word processing and spreadsheet software applications;
• demonstrated understanding of undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College’s offerings;
• demonstrated knowledge and competence in advising students and applicants regarding academic courses appropriate for their preparation and career goals;
• demonstrated ability in advising students regarding their transfer options including the colleges and respective academic programs suitable to transfer to upon completing their preparation at Gateway;
• demonstrated ability to meet and interact favorably with students, parents, school officials and others in academic environments;
• demonstrated ability to function in a lead or supervisory role;
• Strong information technology literacy skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor’s degree in an appropriate field together with one to four years of related experience, or an equivalent combination of experience and training which would lead to the competencies required for successful performance of the position’s essential duties.

**Work Environment**

Position incumbents perform much of their work in office settings where there is minimal lifting or other physical exertion required. Incumbents are required to travel to such locations as schools, business offices and community facilities and to meet with and to make presentations to key officials of schools and civic groups. Incumbents are required to be licensed to drive a private passenger automobile or to arrange for alternate transportation.