POSITION: Associate Registrar for Articulation and Transfer (Student Services Program Coordinator II)– Academic Records/Student Services Division

STARTING SALARY: $32,838 ($32,838- $46,799/annually) Actual salary will be commensurate with experience. (ClassCB70/Slot0017/Band05). Position #125823

MINIMUM TRAINING AND EXPERIENCE: Master’s degree; or a Bachelor’s degree and two (2) years of experience in student services programs. Master’s degree highly preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the policies and procedures of Enrollment Services. Knowledge of the requirements of the educational programs of the college; Knowledge of Management Information systems including Ellucian Datatel/Colleague; Knowledge of federal and state regulations pertaining to financial aid programs; Knowledge of financial aid funding sources available from federal, state, and other public programs; Knowledge of methods, principles, and practices of counseling techniques and educational services. Ability to exercise judgment in problem solving and decision making and use discretion, particularly with confidential concerns in applying and interpreting institutional policies and procedures; Ability to establish and maintain effective, cooperative working relationships with faculty, administrators, staff, students, and parents; Ability to communicate effectively. Ability to work flexible hours, including evenings and weekends when required to support enrollment events. Ability to travel tri-county area.

SPECIFIC DUTIES

1. **Articulation and Transfer:** Evaluates college transcripts, military credentials, and non-collegiate training and experience for determining transferability or exemption credit recommendations. Maintains listings of approved course equivalencies and substitutions. Directs the building and entry of course substitutions, exemptions (AP, CLEP, WES) and the awarding of transfer credit according to college policies and procedures. Advises students concerning their transcript evaluations. Prepares and distributes draft degree audits for review by academic department managers annually; revises degree audits and creates new degree audits as needed; coordinates the collection of edits and dissemination of revised degree audits for final approval; communicates with the academic departments as needed to clarify changes, and provide training. Also assist with the evaluation and processing of reverse transfer credit.

2. **Residency Officer:** Serves as a Residency Officer for the College in addition to the Registrar. Ensures compliance with state residency and citizenship regulations through appropriate initial residency classification, and collection of required documentation substantiating legal state and US residency. Reviews and evaluates applications for reclassification of residency status. Conducts applicant/student interviews as needed for clarification and documentation. Develop residency documentation for Records office, attend statewide training, and remain abreast of regulations. Prepare weekly status reports for enrollment services leadership.
3. **Graduation and Completion Assistance**: Working with the Registrar and Associate Registrar for Technology and Operations, manages the verification process of graduating students for meeting graduation requirements; maintains database of prospective graduates; notifies divisions of non-graduates. Manages the production and processing of degrees, diplomas, and certificates, including honor certificates. Coordinates with the Research Office and IS to perform verification of graduate records. Preparation of the graduation program and the degrees, diplomas and certificates for the graduation ceremony. Coordinates the identification of honor graduates and students receiving special awards.

4. **General Academic Records and Enrollment Management Support**: Actively participate in committees and workgroup in support of the College’s mission. Provides training in areas of expertise and prepares training materials related to department policies and procedures. Participates in the development of departmental and Institutional Effectiveness goals which provide for continuous improvement of processes and procedures. Performs other duties as required.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until July 31, 2016.

YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.