



JOB DESCRIPTION- TRANSFER COORDINATOR

General Description/Primary Purpose

This position reports to the Registrar and is responsible for assisting with functions related to transfer credits and transcripts. This position is responsible for ensuring data quality in the registration system.

Classification: Full-Time- Non-Exempt Staff

Salary: Commensurate with Qualifications and Experience, Plus Fringe Benefits

Appointment: 12-Month Appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement. Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Duties:

1. Evaluation and transcription of transfer credits into Colleague system
2. Processes both paper and electronic transcript requests through the National Student Clearinghouse
3. Assist students, faculty, and staff with transfer evaluation
4. Review and ensure accurate data in the computerized system.
5. Enter data into the computerized registration system. This includes updating student demographic information such as address, phone number, email, etc.
6. Assisting the Registrar with project management and assessment of efficiency and effectiveness.
7. Assist with correspondence from students, staff, and faculty
8. Assists in problem resolution regarding academic student records and routes issues to other staff as appropriate
9. Attend professional development meetings on campus and state wide

10. Adheres to all institution policies and procedures and all federal and state regulations
11. Exhibit pro-active attitudes and actions and perform job duties in a timely manner
12. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
13. Performs other related duties and responsibilities as assigned.

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Ability to communicate effectively, both orally and in writing.
- Ability to accomplish job functions without direct supervision; must be self-motivated.
- Ability to handle several tasks at the same time and meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, printers, copy machine, FAX machine, etc.
- Demonstrate skills in Word, Excel, and PowerPoint as well as software and systems relevant to the Registrar's Office.
- Ability to maintain the filing system.
- Ability to maintain an attitude of service and to respect confidentiality.

Other Ergonomic Requirements:

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, printers, copy machine, Fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

This position will generally require a 37.5-hour work week, Monday thru Thursday, 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. However, job responsibilities may require work and/or travel at various hours.

Qualifications Standards:

1. **Minimum Education:** Associate degree in business/business related field or other combination of education and experience.
2. **Minimum Experience:** One-year college and/or university experience in business services or related areas.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.