

TRANSFER ANALYST

REGISTRAR

Description: The Transfer Analyst is responsible for assisting the Coordinator of Course Articulation and Transfer with the transfer evaluation process including maintenance of transfer data and course equivalency data. This position processes Academic Renewal forms, Grade Change forms, and Withdrawal/Temporary Leave forms. This position is responsible for reallocating expenditures and maintaining yearly maintenance agreements.

Minimum Requirements: Bachelor's degree and 2-3 years of customer service experience. Must have experience working with Microsoft Outlook, Word, Excel, and Access. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Knowledge, Skills and Abilities: Must have ability to understand University policy and demonstrate professional standards. Strong oral and written communication skills required. Must be able to identify priorities and demonstrate ability to accomplish goals and meet deadlines. Must have ability to establish and maintain effective working relationships with faculty, administration, staff, students, parents, and the general public.

Hire Range: \$29,000- \$ 32,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CB65 – **State Title:** Student Services Program Coordinator I

Position #: – **Band:** 04

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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