

Transfer Coordinator

Provide students with guidance and counseling in transfer exploration, specifically with direct dual admission and articulation agreements. The transfer coordinator will support students seeking transfer opportunities ensuring all requirements are met. The coordinator will also assist students with applications, procuring transcripts, and other tasks as needed to successfully transfer. The coordinator will work with Academic Affairs to ensure agreements are current and to forge new pathways for student transfer. Part Time Position (50%), working alongside, and at times in conjunction with, the Director of Career Services

REPORTS TO: Title III Program Director, Dean of Academic Services

DUTIES & RESPONSIBILITIES:

- Maintain database of dual admissions agreements for all majors
- Establish relationships with transfer partners to provide opportunities for students
- Work with summer bridge coordinator to introduce transfer options to incoming students
- Work with academic affairs to develop articulated paths for students in two year programs intending to transfer
- Collect data on enrollment of graduates at transfer institutions
- Work in cooperation with the Director of Institutional Review and Assessment and the Dean of Academic Services to track and summarize transfer placement data, to analyze trends, and to make recommendations for practice improvements and creation of new opportunities.

QUALIFICATIONS:

- Bachelor's (Master's preferred) degree from an accredited college or university
- Experience in higher education preferred
- Strong interpersonal and written communication skills
- Commitment to working with a diverse population
- Complies with equal employment and nondiscrimination policies; follows federal laws, state laws, institutional policies, and professional standards.

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.