

## Transfer Coordinator

Manor College invites highly qualified applications to apply for the Part-Time Transfer Coordinator position.

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

The Transfer Coordinator provides 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 students both transferring into the college as well as transferring out. Particular emphasis will be placed on baccalaureate completing students transferring in from 2 year schools and outgoing Manor graduates continuing on in graduate programs. Part Time Position (24 hrs. per week on campus), working alongside, and at times in conjunction with, the Director of Career Services

### DUTIES & RESPONSIBILITIES:

- Maintains database of dual admissions agreements for all majors
- Establishes relationships with transfer partners to provide opportunities for students to complete undergraduate and graduate degrees
- Works with summer bridge coordinator to introduce transfer options to incoming students
- Meets with pending graduates to facilitate their academic transition
- Works with academic affairs to develop articulated paths for students in two year programs intending to transfer and four year programs intending to enter graduate studies
- Collects data on enrollment of graduates at transfer institutions
- Works 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.
- Performs other duties as assigned.

### QUALIFICATIONS:

- Master's Degree from an accredited college or university
- Experience in higher education, preferred
- Proficiency in Microsoft Office Suite and/or Google Office Works
- 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

**Application Deadline:**

For consideration, please submit 1) Resume, 2) Three Professional References with email and phone numbers, by email to: [jobs@manor.edu](mailto:jobs@manor.edu).

Confidential screening of applications will continue until the position is filled.

**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.