#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Admissions Assessor, Transfer Credit Project

**Job Number:** A-441 | VIP: 1738

**Band:** OPSEU - 5

**Department:** Recruitment & Admissions

**Supervisor Title:** Manager, Admissions

**Last Reviewed:**  April 19, 2022

#### **Job Purpose:**

Under the general direction of the Manager, Admissions, the Admissions Assessor, Transfer Credit Project supports the efficient processing of transfer credits for transfer applicants. In addition, the Admissions Assessor,Transfer Credit Project is responsible for researching and recommending best practices related to transfer credit equivalencies at the Trent and sector level.

#### **Key Activities:**

1. Under the direction of Manager, Admissions, identify gaps in the Transfer Credit Database that could be populated to support the transfer credit process for transfer applicants.
2. Retrieve first-year/introductory course syllabi as needed from Ontario and Canadian colleges & universities.
3. Communicate with department contacts in each department to have course syllabi assessed, or to request approval to extend any first-year transfer credit equivalencies that have recently expired in the Transfer Credit Database.
4. Populate new transfer credit assessments into the Transfer Credit database in Colleague.
5. Review the Transfer Student websites at Trent to ensure that the information on transferring to Trent is clear and effective. Suggest edits to Manager, Admissions as needed.
6. Report on the number of equivalencies added to the Transfer Credit Database, by institution.
7. Field prospective student and applicant inquiries coming to [transfercredits@trentu.ca](mailto:transfercredits@trentu.ca)
8. Communicate with eligible applicants and current students to request course syllabi (from previously attended institutions) for transfer credit evaluation. Guides students through the Transfer Credit process and communicates outcomes. Ensure that the myTrent portal form is completed accurately prior to sending to academic departments for review.
9. Other duties as assigned.

#### Education Required:

* General University Degree (3 years).

#### Experience/Qualifications Required:

* Minimum of one year directly related experience in evaluation of post-secondary academic documentation in an admissions setting.
* Experience with a Student Information System (Colleague preferred) in referencing and updating applicant information.
* Experience with using Document Imaging software (LaserFiche preferred).
* Proficiency in application of Microsoft Office Suite (Word, Access, Excel, Outlook).
* Experience with the use of databases for data entry, data sorting and manipulation, mail merges and spreadsheets.
* Attention to detail and ability to coordinate and track large volumes of data required.
* Excellent and professional customer service and communication skills.
* Familiar with post-secondary school systems.
* Demonstrated ability to work independently and as part of a team.
* Experience working in a fast-paced environment involving time-sensitive projects and where the use and security of confidential and sensitive information is required.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

**Communication**

Internal

* Faculty – evaluation of course syllabi
* Staff – ensures Admissions Officers have full details on any applicant communication; ensures any issues are flagged for Manager, Admissions

External

* Prospective students, applicants – ensures that details of applications (following FIPPA guidelines) and general admission information is communicated
* Transfer Credit departments at other post-secondary institutions – retrieving syllabi and course outlines

**Motor/ Sensory Skills**

* Fine Motor Skills
  + Computer data entry requires accuracy and efficiency
* Visual
  + Data entry- to ensure accuracy

**Effort**

Mental

* Sustained Attention
  + Must be accurate in keyboarding

Physical

* Sitting and keyboarding
  + Physical effort required to perform data entry
  + Job requires a high level of screen-time