ANNOUNCEMENT OF POSITION VACANCY
Transfer Manager

SUMMARY: Reporting to the Associate Registrar, the Transfer Manager oversees evaluation of transfer coursework and the course articulation database in accordance with institutional and state guidelines. This position is responsible for designing, initiating, and maintaining a comprehensive transfer program at Colorado Mesa University.

Some of the Transfer Manager’s essential duties and responsibilities include:

- Collects, organizes, and analyzes information about curriculum from other institutions of higher education to assess the transferability of specific course offerings according to institutional and CCHE/CDHE guidelines. Initiates, controls, and maintains the course articulation database.
- Provides course equivalency assistance and transfer agreements for any student who plans to transfer courses into Colorado Mesa University. This includes institutions where articulation agreements with Colorado Mesa University have been adopted.
- Engages in research and follow-up activities to evaluate and update alternative credit awarding methods such as CLEP, AP, International Baccalaureate, and ACE credits.
- Maintains course equivalencies for the Transfer Equivalence Self Service software. Works with the IT department to support and update the product.
- Hires, trains, supervises, and schedules student employees for data entry-processing of specialized functions within this position.
- Prepares and coordinates training for faculty, staff, and students on services related to this position.
- Seeks new technologies/processes for continual improvement of services.
- Maintains current knowledge of all functions of the Registrar’s Office. Assists in the establishment and implementation of Registrar’s Office policies and ensures compliance with established practices.
- Provides backup coverage for office services as assigned and assumes front counter duties, as needed.

EDUCATION & EXPERIENCE: This position requires an earned Bachelor's degree from a regionally accredited four-year college or university and demonstrated customer service skills. Preference will be given to the candidate with experience in higher education (or related professional environment) and with excellent interpersonal and computer skills.

All Registrar’s Office staff are expected to be detail-oriented; be able to communicate effectively and clearly both verbally and in writing; be able to deal diplomatically and professionally with people at all levels; be able to manage multiple priorities and meet deadlines; and be proficient with Microsoft Word and Excel.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: $35,000-$38000 per year, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by July 20, 2016.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official
transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Transfer Manager Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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