Greetings,

Non-MSEP employer, Colorado State University Global Campus, is recruiting for a 100-percent remote Transfer Evaluation Specialist. Colorado State University-Global Campus (CSU-Global) was created by the Colorado State University System Board of Governors in 2007 as the first 100 percent online state university in the United States.

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| **Position Title:** | Transfer Evaluation Specialist |
| **Location:** | 100-percent Remote |
| **Position Responsibilities:** | The Transfer Evaluation Specialist supports the university mission by providing accurate and timely evaluations on the transfer-ability of credits to our students. They are responsible for evaluating all types of credits and experiences for transfer-ability, including traditional college credits, military credits as well as assessing nontraditional credits (ACE, CLEP, DSST and corporate training) to maximize credits based on university policy. The specialist will work closely with faculty, when required, seeking recommendations for possible transfer of alternative credit. The Transfer Evaluation Specialist must possess the ability to thrive in an extremely dynamic work environment while consistently applying critical thinking and professional judgment. This is an at-will position that is full time, exempt and will report directly to the Manager of Transfer Evaluation Services. |
| **Position Requirements:** | • Prepare unofficial transfer credit reviews and provide estimated summaries of transfer credits to students |
| **Application Mechanism:** | • Evaluate incoming transcripts and experiential learning documentation to determine credit transfer-ability to the university  • Apply transfer credits accurately to a student’s degree plan within the system  • Make updates to degree plans based on requested program changes or receipt of additional transcripts  • Respond to emails and phone calls within 24 hours  • Respond to Zendesk tickets within 24 hours  • Other duties as assigned  • Adobe Acrobat Pro  • Detail-oriented  • Interpersonal skills  • Multi-task  • Organization  • Use of higher education systems including student information systems, Transfer Evaluation System (TES), degree audit software  • Proficiency with Microsoft Word, Excel, and Adobe Acrobat Pro  • Ability to interpret and apply transfer credit policy guidelines  • Student Information Systems  • Broad understanding of FERPA and accreditation standards  • Verbal communication  • Written communication  • Bachelor degree from a regionally accredited university required  • At least two years of experience in higher education preferred  • Experience with state, university and or accrediting guidelines used in the transcript evaluation process preferred  • Experience evaluating student degree plans preferred  Applications will be accepted until an appointment is made. Applications must include: resume; cover letter addressing interest and qualifications; names, addresses, phone numbers, and email addresses for three references. Applications will be held in confidence except for the individuals invited for campus interviews. All applications should be in Microsoft Word format.  **Please visit the following site to be considered for this position:** |

* *https://staff-csuglobal.icims.com/jobs/intro?hashed=-435597318*

Thank you.