



Job Description

Job Title:	Academic Advisor/Transcript Analyst	Grade:	J
Department:	College and Career Readiness	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provide advising for students who have credits from other educational institutions, new students entering academic programs at CPCC, and evaluation of external transcripts.

Characteristic Duties and Responsibilities:

1. Advises Students of the progress of their transcript evaluation; answers questions about courses that were or were not transferred from other institutions and how the transferred courses apply to the students' programs.
2. Researches and determines course equivalencies for transfer credit evaluation.
3. Advises and counsels students in planning and selecting courses that meet educational and career goals.
4. Consults with students regarding academic problems or concerns and assists students in obtaining support to meet these specific needs.
5. Locates external transcripts on computer imaging system and in Student Records.
6. Makes contact with other colleges regarding their transfer of credit process.
7. Enters transfer of credit and course equivalencies into Colleague.
8. Makes presentations to faculty and staff on the transfer of credit process.
9. Assists in the development and delivery of new departmental employee training.
10. Delivers transcript evaluation training for Enrollment and Student Services Directors, Registrars, and staff as needed.



Job Description

Job Title:	Academic Advisor/Transcript Analyst - PT	Grade:	Rate Schedule
Department:	College and Career Readiness	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received: Reports to Senior Program Coordinator of Intake
Direction Given: Leading, coordinating and monitoring work of employees in same position

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Education, Psychology, Sociology, Human Services, History, Communications, or Counseling Education and 1 year advising experience.

Preferred Qualifications:

Knowledge of Datatel; knowledge of Charlotte Mecklenburg high school course and graduation requirements with a minimum of 2 years work experience as a CMS counselor

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of various college functions and courses offered

Knowledge of college policies and procedures

Skilled in using a computer

Working Conditions:

Typical office environment