Job Description

Job Title:	Transcript Academic Advisor/Analyst	**Grade:**	J
Department:	Counseling and Advisement	**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 ere 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.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. June 2010

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Reporting Relationships:

Direction Received: Reports to Coordinator Transcript Evaluation

Direction Given: Leading, coordinating and monitoring work of employees in same position

Minimum Requirements:

Bachelor's Degree in Education, Psychology, Sociology, Human Services, History, Communications, or Counseling Education for an accredited institution and 1 year advising experience required. Knowledge of Datatel, CPCC academic programs, NC Combined Course Library with a minimum of 2 years work experience preferred

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

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