



Job Description

Job Title: Transcript Analyst
Department: Counseling Services

Grade: H
FLSA: Nonexempt

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:

Evaluates official college transcripts from other institutions sent to the college by students. Performs clerical functions that support the Associate Dean and other members of the Counseling and Advisement division.

Characteristic Duties and Responsibilities:

1. Locates transcripts on computer imaging system, in Student Records, International Student Office, or Admissions.
2. Maintains database of students seeking transcript evaluations.
3. Decides which transfer course is equivalent to which CPOC course and which courses should be electives.
4. Completes Transfer of Credits Form that is sent to the student.
5. Meets with counselors to verify correctness of Form being sent to student.
6. Keys transfer of credits into the mainframe.
7. Helps counselors and staff with computer problems.
8. Maintains counseling web page.
9. Works at the front desk when needed, make appointments, answer student question in person and on phone.
10. Performs clerical duties for counselors as needed.

Reporting Relationships:

Direction Received: Reports to the Associate Dean of Counseling and Advisement.

Direction Given: No authority or responsibility for the supervision of others, for project direction, and/or program administration.

Minimum Requirements:

Associate's degree from a regionally accredited institution with course work in math, computer, and secretarial training and one year experience, preferably in a college setting working with students.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of various college functions and courses offered.

Knowledge of college policies and procedures.

Skill in using a computer.



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Working Conditions:

Typical office environment