



## **JOB DESCRIPTION- TRANSFER COORDINATOR**

### **General Description/Primary Purpose:**

This position reports to the Registrar and is responsible for assisting with functions related to transfer credits and transcripts. This position is responsible for ensuring data quality in the registration system.

**Classification:** Full-Time, Non- Exempt Staff

**Salary:** Commensurate with Qualifications and Experience, Plus Fringe Benefits

**Appointment:** 12-Month Appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Duties:**

1. Evaluation and transcription of transfer credits into Colleague System
2. Process both paper and electronic transcript requests through the National Student Clearinghouse and other electronic request entities.
3. Assist students, faculty, and staff with transfer evaluation.
4. Review and ensure accurate data in the computerized system.
5. Enter data into the computerized registration system. This includes updating student demographic information such as address, phone number, email, etc.
6. Assisting the Registrar with project management and assessment of efficiency and effectiveness.
7. Assist with correspondence from students, staff, and faculty including but not limited to emails, phone calls and in-person communication.
8. Assists in problem resolution regarding academic student records, and routes issues to other staff as appropriate.

9. Perform general office duties; i.e., file preparation, answering phone, file documents, preparing general correspondence, audit files, etc.
10. Reports to the Registrar.
11. Attend professional development meetings on campus and statewide.
12. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
13. Adheres to all institution policies and procedures and all federal and state regulations.
14. Exhibit proactive attitudes and actions and perform job duties promptly.
15. Maintain NIMS training as required, including the IS-700.a and IS-100HE test.
16. Perform other related duties and responsibilities as assigned.

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate the performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Ability to communicate effectively, both orally and in writing.
- Ability to accomplish job functions without direct supervision; must be self-motivated.
- Ability to handle several tasks at the same time and meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, printers, copy machine, FAX machine, etc.
- Demonstrate skills in Word, Excel, and PowerPoint as well as software and systems relevant to the Registrar's Office.
- Ability to maintain the filing system.
- Ability to maintain an attitude of service and to respect confidentiality.

### **Other Ergonomic Requirements:**

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, printers, copy machine, and FAX machine. Sufficient manual dexterity to person computer operations throughout an 8-hour day is required. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

All individuals are required to meet these requirements or perform these movements without a significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the essential job functions.

**Hours:**

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

**Qualifications Standards:**

1. **Minimum Education:** Associate's Degree, Bachelor's Degree preferred.
2. **Minimum Experience:** One year college and/ or university experience in business services or related areas preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must be permitted to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

**Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

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