Appendix E
Position Description

DEPARTMENT: Admissions and Scholarships
TITLE: Assistant Director for Transfer Relations
FTE: Full time
SUPERVISOR: Senior Associate Director, Targeted Recruitment
CREATED: 2008

The Assistant Director for Transfer Relations is responsible for coordinating and communicating to internal and external stakeholders all aspects of the overall transition process for new transfer students. Programs and services specifically for transfer students are housed in a variety of Student Success and academic units and transfer students make use of many services at the University of Kansas. Examples include communications, articulation, transfer credit evaluation, transfer orientation, retention of transfer students, advising, and recruitment. This position is directly supervised by the Senior Associate Director, Targeted Recruitment, Office of Admissions and Scholarships.

40%
Serve as a first point of contact and source of general information for newly admitted and matriculated transfer students. Respond to inquiries regarding University policies and services relevant to transfer students from community college personnel, prospective students and families, and the general public. Creates and manages communications with approximately 1,800 admitted transfer students per year, including a transfer student listserv. Directs implementation, design, and content of a University Web site centralizing information for transfer students.

20%
Initiate and manage articulation with 19 Kansas community colleges, Haskell Indian Nations University, and additional 2- and 4-year institutions. Ensure that articulation agreements are updated and reviewed on a regular basis. Manage communications regarding articulation agreements and other transfer plans to community college liaisons and to students, in conjunction with the Office of Admissions and Scholarships.

20%
Provide consultation for units responsible for delivery of programs and services to transfer students. Assist with the coordination, implementation and delivery of programs such as orientation, recruitment events, Hawk Week activities, and pre-enrollment advising. Coordinates 1-2 Community College Conferences annually.

10%
Counsel and inform enrollment management leaders, upper-level administrators, and other academic staff on transfer and articulation policies and practices. Work closely with academic administrators in University of Kansas professional schools and the College of Liberal Arts and Sciences on curricular and policy issues. Participate in centralized approval of degree requirements by assessing the impact of curricular changes on current students, perspective transfer students, and articulation agreements.

5%
Inform unit research and assessment efforts in the areas of transfer recruitment, services, retention, and graduation rates. Creates and disseminates written reports of findings internally and externally to research professionals and upper-level administrators at selected sending
institutions. Support enrollment management endeavors with projects including annual reports, proposals, Board requests, and strategic planning.

5%
Other duties as assigned.

Required Qualifications:
1. Master’s Degree. This position regularly interacts with, advocates, and furnishes information to mid- and upper-level administrators and faculty in leadership positions at the University of Kansas and other 2- and 4-year institutions. Additionally, this position requires a broad body of knowledge as would be expected from a master’s level education.
2. At least 3 years full-time work experience in a higher education setting beyond the bachelor’s degree
3. Experience coordinating programs and projects with internal and external partners including Student Success units, academic units at a postsecondary institution
4. Experience working with transfer students in a postsecondary setting.
5. Strong oral and written communication skills as demonstrated by professional presentations and application materials.
6. Demonstrated ability to think creatively to solve a variety of interacting, complex problems, including the implementation of new systems and the development and implementation of new procedures.
7. Proficiency in using computers, especially a broad hands-on knowledge of micro-computer programs.
8. Demonstrated ability to multi-task and prioritize work for self and others.

Preferred Qualifications:
1. Admissions, orientation, or academic advising experience at a large, public university.
2. Experience in program design and service delivery of programs to prospective and enrolled students and families.
3. Experience in creating new programs, especially an ability to think creatively and organize resources efficiently.
4. Experience working in student services at a community college.