

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Transcript Evaluator

Department: Registrar

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Transfer Evaluator is responsible for evaluating and transcribing transfer credit by following the transfer policies and procedures. This position requires the ability to research courses and communicate with students, faculty, and other department members.

Essential Functions:

- Function Specific Responsibilities
 - Evaluate transcripts received as directed by the Assistant Registrar, Transfer and Reporting.
 - Transcribe transfer credit into the student information system.
 - Communicate with students, faculty, and other registrar staff about information needed to decide on transfer credit.
 - Evaluate and enter CLEP, AP, and other tests granting academic credit into the student information system.
 - Track missing transcripts for incoming and returning students.
- Assist the Registrar with special projects and other duties as assigned.

Other Duties:

- Regularly review job functions and recommend improvements to enhance effectiveness.
- Maintain confidentiality of department and University information.

Required Qualifications:

- Attention to detail in dealing with student records and reporting requirements and the ability to successfully handle multiple unique tasks within a typical day with efficiency and accuracy.
- Excellent customer service with internal and external constituencies.
- Professional competency in use of standard office technology, including Microsoft Office products and ability to learn and master other technology resources common to university functions, such as the student information system.

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Education:

Preferred: Completed bachelor's degree; experience in higher education.

Equipment:

- Standard office equipment and technology (computer, scanner, printer, etc.).
- Microsoft Office.
- Student Information System (Banner/Oracle Student).
- Parchment/National Student Clearinghouse.

Physical Requirements:

- Ability to sit for extended periods of time, lift 5-10 pounds, and have sufficient mobility and physical stamina to walk around campus to various offices.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Support Staff Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>