POSITION: Transfer Credit Assistant (Remote)

The Office of the Registrar is seeking a part-time miscellaneous wage (non-benefited) employee to provide office support for the University of Delaware's transfer credit team. This position requires strong organizational skills, the ability to multi-task, and close attention to detail.

CONTEXT OF THE JOB:

The Transfer Credit Assistant will be primarily responsible for assisting the posting team with organizing and managing incoming transfer credit requests and updates.

Duties may include but are not limited to:

- Scan/save/upload PDFs of transfer credit documents to a database or electronic file
- Receive and process incoming transcripts for transfer credit
- Manage the electronic Transfer Credit Evaluation (TCE) log
    - Enter new requests/transcripts & match documents to existing student records
    - Flag graduating seniors (high priority)
    - Spot potential duplicates & remove entries that have been posted
- Add new courses to UD's Transfer Credit Matrix
- Assist with posting TCE charges to student accounts
- Post updated course equivalencies to academic records (for newly admitted students)
- Assist with posting test credits (AP/IB/etc.) to student records
- Assist with answering email regarding transfer and test credit issues/concerns
- Run quarterly Cognos report showing recent graduates, for TCE log clean-up

Required skills & qualifications:

- High school diploma or GED and 2-3 years in an administrative or educational position
- Strong background in Microsoft Excel (and/or Google Sheets), Outlook and Word
- Demonstrated experience with complex data entry
- Demonstrated experience with office logistics & systems (filing, email, organization)
- Excellent written, organizational, and oral communication skills
- Ability to think creatively and collaborate with a high-functioning team
- Professionalism, punctuality, and strong time management skills

Preferred skills and attributes:

- Experience working in a higher education setting
- Experience with UDSIS/PeopleSoft or other database systems

JOB INFORMATION:

- Hourly Rate of Pay: $15.00 per hour
- Average Hours: 20 hours per week
- Non-benefited position
- Available Hours: Monday to Friday, 8:00am to 1:00pm, remote (some flexibility with hours)

TO APPLY - Send a resume, cover letter & contact information for 2 job references to:

Patty Brown, Office of the University Registrar, plbrown@udel.edu