JOB DESCRIPTION

TITLE

Director for Transfer & Compliance

JOB SUMMARY

The Director of Transfer & Compliance is a position that highlights the university’s commitment to creating seamless partnerships and learning experiences for transfer students. The Director of Transfer & Compliance is responsible for building a network of partnerships with community colleges and four-year institutions to provide consultation and support for all academic units wishing to create new or improve existing agreements. In addition, this position collaborates with the university’s Operational Compliance Committee to ensure institutional compliance with state mandates and laws as they apply to undergraduate curriculum, students, and the Texas Success Initiative. Finally, the Director of Transfer & Compliance manages the campus testing center; offering testing opportunities to the TWU student body and the community. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice Provost, Undergraduate Studies & Academic Partnerships

Supervises: Testing Center support personnel

ESSENTIAL DUTIES - May include, but not limited to the following:

- Fosters new and innovative academic partnerships.
- Ensures quality and compliance of academic partnerships with internal and external entities and regulatory bodies.
- Provides consultation and support for academic units in the creation of new and improvement of existing academic partnerships.
- Cultivates and sustains active relationships and partnerships with a variety of key campus stakeholders.
- Advises administration and academic departments on such issues as core curriculum requirements, transfer related issues, and legislative mandates (excess hours, TSI, repeat course work).
Tracks and maintains records and data related to articulation.
Represented Undergraduate Studies on the university’s Operational Compliance Committee.
Assimilates core curriculum legislation, evaluates transfer course work for core applicability and ensures institutional compliance.
Evaluates student transcripts for core completion and posts to official documents.
Retrieves and analyzes student data related to legislative mandates: repeat course work, excess hours, transfer data, and TSI; ensuring institutional compliance.
Collaborates with the offices of Admissions Processing and Institutional Research to update common course numbers and equivalencies at the state level.
Supervises data preparation for advising during new student orientations.
Manages campus testing center.
Serves as the Institutional Administrator for the CollegeBoard platform.
Manages TSIA budget.
Coordinates and schedules off campus testing for dual credit partners.

**ADDITIONAL DUTIES**

- Coordinates the annual updating of all undergraduate degree plans.
- Coordinates the annual updating and refresh of the undergraduate catalog.
- Performs other duties as requested.

**EDUCATION**

Master’s degree required.

**EXPERIENCE**

Four years experience in higher education setting or related experience.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of general degree requirements and processes associated with Texas higher education.
- Knowledge of state rules/laws related to undergraduate students.
- Knowledge of university undergraduate degree programs, curriculum, and governing bodies.
- Ability to interpret legislation.
- Ability to present information effectively to internal and external audiences.
- Ability to produce accurate reports under pressure of time.
- Ability to proofread, identify significant details, verify researched data, and locate information in electronic and published sources.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement.
- Ability to work effectively with data systems and office software such as Microsoft Office Suite, Colleague, GMedia, CollegeBoard/Accuplacer, and TouchNet.
- Ability to use a personal computer and other office equipment, including university related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: _____________

Employee Printed Name: ___________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.