ANNOUNCES AN OPENING IN ENROLLMENT MANAGEMENT
ADMISSIONS AND RECORDS

POSITION: TRANSCRIPT SPECIALIST

DESCRIPTION OF DUTIES: Responsible for maintaining the accuracy of the research, computation and data input of incoming transfer transcripts. Verify the type of accreditation of incoming transfer transcripts. Perform data entry of incoming college transcripts. Verify the calendar session used at the transfer institution and equate to Rose State College for credit assessment. Verify the grade point system used at the transfer institution and convert to Rose State College equivalency. Research, verify and enter transfer information and credit into student information system. Process and update degree checks and applications for graduation. Assist in the processing of international students’ admission for entrance to the College. Regular attendance is an essential function of this position. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May require some evenings and weekends. This position is subject to random drug testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. Two (2) years clerical experience in a registrar’s office or student personnel office. Typing skills, but speed and accuracy test not required. Word processing experience and proofreading skills. Good communication and interpersonal skills. Light carrying up to 10 lbs and light lifting up to 10 lbs required. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS: Some formal college training. Three (3) years experience in registrar’s office or student personnel office.

SALARY: $22,325 - $23,925

APPLICATION DEADLINE: JUNE 21, 2016

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON June 15, 2016)

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO (405) 733-7979
6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799