POSITION: Transfer Credit Assistant

The Office of the Registrar is seeking a part-time miscellaneous wage (non-benefitted) 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:

- 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
- Review transfer credit email & respond/forward/file
- Post updated course equivalencies to academic records (for newly admitted students)
- Add new courses to UD’s Transfer Credit Matrix
- Assist with posting TCE charges to student accounts
- Assist with posting test credits (AP/IB/etc.) to student records
- Assist with reviewing and posting international transfer credits

Required skills & qualifications:

- High school diploma or GED and 2-3 years in an administrative clerical position
- 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
- Strong background in Microsoft Excel (and/or Google Sheets), Outlook and Word

Preferred skills and attributes:

- Experience working in a higher education setting
- Experience with UDSIS/PeopleSoft or other database systems
- Knowledge of a foreign language
- Familiarization with the differences between U.S. and international higher education credit systems

JOB INFORMATION:

- Hourly Rate of Pay: $12.50 per hour
- Average Hours: 25 hours per week
- Available Hours: Monday to Friday, 8:00am to 1:00pm (some flexibility)

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

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

University of Delaware, Visitors Center, 210 S. College Ave., Newark DE 19716
Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit https://www.udel.edu/home/legal-notices/.