

Transcript Evaluator/Advising Module Specialist

The University is accepting applicants for a full-time, non-exempt Transcript Evaluator/Advising Module Specialist. This position manages the student transcript evaluation process under the direction of the Assistant Registrar and maintains AIMS and Academic Plans in the Jenzabar student information system.

Essential Roles and Responsibilities Include:

- Perform accurate academic transcript evaluations, including the following:
 - Complete unofficial and official transcript evaluations
 - Assist academic advisors with preparation of degree plans
 - Coordinate with faculty and university departments regarding degree, major, minor, and concentration requirements; program adjustments; articulation and transfer credit policy; and catalog enforcement
 - Provide information to faculty/staff regarding academic programs, degree requirements and transfer credit policy
 - Maintain tables in database system of comparable course equivalencies
- Serve as Advising Module Specialist, including the following:
 - Create, edit, and maintain AIMS in the Jenzabar Advising Module
 - Update student AIMS based on approved transfer credit waivers and substitutions, coordinate with faculty and university departments regarding academic program/concentration requirements and adjustments, articulation of transfer work related to academic programs, and catalog requirements
 - Create, edit, and maintain default academic plans in the Jenzabar EXi Academic Planning software
 - Assist in development and delivery of training programs for advisors
- Create and maintain procedure manual for processing degree plans
- Assist in development and delivery of training programs for advisors
- Assist with maintenance of student records, registration for courses, and other essential tasks while following quality control standard
- Assist in final graduation processing and commencement ceremony
- Address student complaints and provide solutions
- Perform additional duties as assigned
- Uphold and promote the Christian, Catholic, Benedictine mission of the University of Mary
- Support the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities
- Builds a culture of ready and earnest hospitality in the Office of Financial Affairs and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*

Required Qualifications Include:

- Bachelor of Science or Bachelor of Arts degree from a regionally accredited institution with a minimum cumulative GPA of 3.0
- Any combination of education, experience, and training equivalent to one year of related work experience is required
- Preferred Qualifications Include:
 - A master's degree from a regionally accredited institution in education, psychology, student affairs, or a related field is preferred
 - Experience evaluating academic transcripts and/or competency exams for course equivalencies, higher education work experience, experience with Jenzabar or another SIS, Classroom scheduling applications such as AdAstra, EMS, or Series25, SharePoint, Adirondack or another student housing system, PowerFacts, Hobsons Radius or another student lifecycle management system, or Canvas or another learning management system preferred

Knowledge and Skills Include:

- Demonstrated computer skills with the ability to adapt to technology
- Demonstrated skills in performing accurate and timely data entry
- Demonstrated critical thinking and problem solving skill
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, etc.) and web based applications
- Demonstrated attention to detail, ability to work independently with minimal supervision while managing multiple tasks in a fast-paced, deadline-driven environment
- Ability to interpret and apply laws, rules, guidelines and regulations related to assigned activities and to maintain compliance with all applicable laws, rules, and regulations, including FERPA

The University of Mary is a private, Christian, Catholic, Benedictine university that welcomes students of all faiths and backgrounds. Infusing Benedictine values throughout the educational experience, Mary offers distinguished, professionally-focused academic programs enlivened by the liberal arts, global and civic service, robust internships, and mentoring by respected faculty. As one of the most affordable private universities in the nation, Mary offers exceptional educational value as well as outstanding scholarship and financial aid opportunities.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest, resume, and transcript to employment@umary.edu or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

Equal Opportunity Employer