

October 21, 2011

PART TIME TRANSCRIPT EVALUATOR

RESPONSIBILITIES

- Evaluate in-coming transcripts, military transcripts, and international transcripts and determine transferability of transfer course credit
- Enter evaluated courses into the student information system
- Provide students with a copy of the evaluation
- Counsel with students who raise the issue of transferability of specific courses
- Work with colleagues at other institutions to help determine transferability of courses
- Assist Division Deans and Program Directors in resolving course work transferability concerns
- Assist with registration process as needed
- Assist with transcript service
- Assist with student and faculty inquiries
- Assist with Graduation ceremony activities
- Scan documents as required
- Must occasionally lift and/or move up to 50 pounds
- Other duties as assigned

QUALIFICATIONS

REQUIRED:

- High school diploma or equivalent
- Two years secretarial/clerical experience
- Data entry and word processing experience
- Excellent interpersonal, communication and social skills
- One to three years dealing with the public

PREFERRED:

- Experience in a college setting, Registrar's Office and experience with admissions and transcript evaluation
- Knowledge of POISE and document imaging software

SALARY

\$ 8.00 per hour. Work hours will vary. Up to 19 hours per week. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION PROCESS

Interested candidates should send a resume and completed Midland College application to:

**Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532**

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.