Transfer Emphasis

**Position:** Transfer Emphasis

**Department:** Office of Undergraduate Admissions

**Supervisor:** Betsy Stevens

**Job Description:**

This Graduate Assistant position supports the entire Office of Admissions, but will focus primarily on the Transfer Services area. This position reports to the Associate Director of Admissions for Transfer Articulation, but may also be assigned work by the Associate Director of Admissions for Transfer Recruitment, Marketing and Admissions/Director of Orientation, or the Director of Admissions.

**Job Functions/ Responsibilities:**

Responsibilities of this position may include, but are not limited to:

- Assist the support staff with mailings, Admission file “finalization”, filing and miscellaneous projects, as needed. Answer phones and staff the reception desk.
- Assist with the daily processing of Transfer applicant records and related activities.
- Assist with the maintenance of articulation materials and transfer institution course equivalency information. Research transfer course descriptions and institutions’ accreditations.
- Return/make phone calls to prospective students and applicants and respond to asktherock emails.
- May be asked to “travel” to and represent the University at community college Transfer Days or Interview Days.
- May be asked to assist 1-3 Saturdays during the fall and/or spring semesters.
- Other duties as assigned.

**Desired Qualifications:**

- Ability to gain a general familiarity with the University and the Admissions operation, programs and systems, and to communicate this information to prospective students and other University constituents.
- Communication skills – verbal and writing, and positive interpersonal skills
- Proficiency in using or ability to learn various computer systems/software
  - Microsoft Outlook
  - Microsoft Word
  - Microsoft PowerPoint
  - Microsoft Excel
  - The student Banner/Ellucian student information system
  - The DARWIN transfer articulation system
- Ability to work independently
- Ability to stay focused
- Ability to be flexible and possibly work under pressure
- Ability to contribute as a paraprofessional and not as a student
- Organizational skills
- Honesty

**Graduate Student Outcomes:**

- Ability to multi-task
- Improvement of all forms of communication skills
- Ability to work independently and as a team member
- Knowledge of a University structure
• Experience in working in a professional setting with numerous colleagues who have varied personalities

**Appropriate SRU Graduate Majors:**

• Community Counseling
• English Writing
• Health and PE
• History
• Most other majors, however cannot provide the student contact hours needed for Student Affairs

**Supervisors Expectations:**

• May need to work 1-2 Saturdays per semester
• Although we will establish a specific work schedule with the GA, we will attempt to be flexible when needed
• GA may need to exercise patience in a busy and ever-changing office – assignments may change according to daily activities.
• GA should conduct his/her daily demeanor as a professional and not a student.
• Many of the projects involved in this Assistantship may require ability to work independently with little supervision.

**Contact Information:**

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