



The University of Vermont

July 9, 2019

Position Title: Associate Registrar for Transfer Enrollment

Application Link: <https://www.uvmjobs.com/postings/36247>

Primary Position Function/Summary: Serve as the campus expert on best practices and trends in transfer enrollment. Provide strategic oversight for community college partnerships and oversee transfer course articulation and the enrollment process for new transfer students.

General Duties and Responsibilities:

- Oversee activities associated with course articulation and transfer enrollment.
- Establish new articulation agreements with out-of-state community colleges, and expand current articulations with CCV.
- Lead an internal transfer working group to coordinate plans and strategies to meet University transfer goals.
- Oversee the course articulation unit for the campus.
- Provide input on transfer requirements and review guidelines with Director of Admissions and academic partners.
- Assist with transfer application file reviews.
- In collaboration with the Associate Director of Admissions Operations and Registrar create and update instructional documentation and conduct training sessions on articulation and enrollment when needed.
- Provide feedback and information for all web and print materials concerning transfer admission, articulation agreements and enrollment procedures.
- Provide feedback on the communication plans for transfer student prospects, applicants and admitted students.

- Respond to phone calls, electronic communications and in-person inquiries from students and parents as well as high school and community college counselors about course articulation and enrollment process.
- Represent Enrollment Management on campus as well as at state and national meetings and conferences concerning transfer issues.
- Work to enhance the transfer enrollment process; identify problems and initiate changes in functional and technical procedures to resolve such issues.
- Assist in the testing of Banner and Degreeworks during upgrades, enhancements or fixes.
- Stay abreast of current national trends involving course articulation, transfer admission and enrollment.
- Other duties and responsibilities as assigned.

Organizational Chart:

- Reports to the Registrar

Position Requirements and Qualifications

Education: Bachelor's degree required. Master's Degree preferred

Experience:

- Four or more years of professional experience in admissions, registrar, or new student programs, or academic advising.

Preferred: Experience with supervision of professional staff, project management, and development of articulation agreements.

Important Skills and Desirable Attributes:

- Excellent oral and written communication skills.
- A commitment to diversity and access in higher education
- Strong interpersonal and leadership skills to successfully interact with a diverse group of individuals across campus and outside the University.
- Keen attention to detail and strong organizational skills.
- High achievement in previous work and/or educational experiences.

- Enthusiastic, self-starter approach to work; commitment to delivery of high-quality service in a timely manner.
- High emotional intelligence – ability to balance enforcement of transfer procedures with maintenance of stakeholder relationships is critical.
Knowledge of transfer landscape
- Ability to exercise good judgment in the interpretation of admissions policies and in the handling of exceptional cases.
- Familiarity with systems including, but not limited to, Slate, Banner, and Degreeworks.

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About UVM

Since 1791, the University of Vermont has worked to move humankind forward. Today, UVM is a Public Ivy and top 100 research university of a perfect size, large enough to offer a breadth of ideas, resources, and opportunities, yet small enough to enable close faculty-student mentorship across all levels of study, from bachelor's to M.D. programs. Here, students' educational experience and activities are enriched by our location — from the energy and innovation of Burlington to the forests, farms, and independent spirit of Vermont. UVM provides students endless ways to explore the world, challenge ideas, and dig in on the most pressing issues of our time.

About Burlington

Our hometown perennially appears on national rankings that laud its livability, access to nature and recreation (including the best skiing in the northeast), thriving food and music scene, rising identity as a technology and innovation hub, and its status as a top college town. Burlington's nickname, BTV, comes from the code for its airport, just 10 minutes from campus. With Montreal a 90-minute and Boston a 3.5-hour drive away, international and metropolitan culture are easily accessible for weekend adventures.

Working at UVM

This exceptional institution in an unparalleled location attracts top minds and talented professionals. At UVM, you'll join colleagues committed to excellence in their field, diversity and inclusion, ethical conduct, and working together to advance the University of Vermont's mission to create and share knowledge and educate accountable leaders for humankind.