



ADMISSIONS OFFICER 2 (P3)
Assistant University Credit Evaluator
Office of Undergraduate Admissions

The Office of Undergraduate Admissions at the University of Connecticut invites applications for a full-time, twelve-month position of Assistant University Credit Evaluator (Admissions Officer 2). Reporting to the Associate Director for Transfer Admissions, the Assistant University Credit Evaluator has responsibility for transfer credit evaluation for new transfer students; in particular students from the Connecticut community colleges, first-year students, as well as continuing and readmitted University of Connecticut students. In addition, the Assistant University Credit Evaluator advises and counsels students, parents, and counselors regarding transfer admission policies and procedures; participates in departmental outreach activities; recognizes and complies with relevant rules and regulations of the National Collegiate Athletic Association (NCAA), and performs related duties as assigned.

Minimum Qualifications

- Bachelor's degree.
- Three years of related experience including student affairs or prior Admissions experience.
- Knowledge of credit evaluation best practices.
- Experience with utilizing technology in work responsibilities.
- Strong organizational, interpersonal, verbal and written communication skills.
- Demonstrated ability to make independent judgments and work under pressure.
- Demonstrated ability for accuracy and attention to detail.
- Willingness to travel in-state and out-of-state, and work flexible and irregular hours.
- Valid driver's license and proof of insurability.
- Familiarity with online computer information systems.

Preferred Qualifications

- Experience working in organizations committed to global diversity.
- Experience in print and electronic communications.
- Demonstrated experience utilizing a wide range of resources for evaluation of academic records.
- Experience utilizing emerging technologies along with student administration system as an integral component of day-to-day work responsibilities.
- Experience working in academic setting, student affairs, or admissions at an institution of higher education.
- Experience working with community colleges and internal and external faculty representatives in developing articulation programs while upholding the highest institutional academic standards.
- Experience interacting with prospective students seeking admission to professional academic programs, such as Nursing, Social Work, etc.
- Experience using Slate to recruit, read applications, perform credit evaluations, and schedule recruitment travel.

Appointment Terms

This is a full-time, permanent position. Salary: \$52,096 and includes a comprehensive benefits package.

Terms and Conditions of Appointment

Employment at the University of Connecticut is contingent upon the successful candidate's compliance with the University's Mandatory Workforce COVID-19 Vaccination Policy. This Policy states that all workforce members are required to have or obtain a COVID-19 vaccination as a term and condition of employment at UConn, unless an exemption or deferral has been approved.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

To Apply

For full consideration, please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #495783 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. Applicants not submitting all the requested documentation will not be considered further in the application process.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on Sunday, December 5, 2021.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.