

EDUCATION-Admin

TRANSFER ARTICULATION ENCODER/U.SELECT ADMINISTRATOR **(REVISED)**

Articulation and Transfer

Wright State University

WSU seeks applications for a Transfer Articulation Encoder/U.SELECT Administrator. The qualified candidate will manage the Transfer Articulation component of the Degree Audit Reporting system (DARS) and coordinate the credit transfer process. Duties of this position include: maintaining the institutional reference tables, including the grade table and credit systems, expanding the transfer articulation rules to include more institutions and more courses, updating DARS transfer tables to reflect quarter hour credits, inputting course titles for articulated courses, coordinating the routine review of transfer articulation rules and update, as needed (at least annually), evaluating the accuracy of transfer equivalency by running and reviewing audits, maintaining the articulation component of the Course Applicability System (U.SELECT) and serving as the U.SELECT Administrator; collaborating with the DARS Coordinator and Encoder to customize the articulation components of departmental audits; coordinating the credit transfer process by implementing Ohio Board of Regents policies as they affect transfer credits, including updating articulation tables in DARS to reflect the Transfer Assurance Guides (TAGs) as they are approved; facilitating Wright State University's use of the Ohio Clearinghouse for the transfer of credits from Ohio public institutions of higher education; and assisting the Assistant Vice President for Articulation and Transfer in reviewing and maintaining articulation agreements with other schools; and relaying transfer and articulation information to the university community.

Required qualifications: Bachelor's degree; three years experience of working in a higher education setting; knowledge of transfer policies and practices; excellent technological and interpersonal communication skills.

Preferred qualifications: Master's degree; experience with Banner; encoding experience with Degree Audit Reporting system (DARS) and/or Course Applicability System (CAS). Experience in writing exceptions in DARS considered in lieu of encoding experience. To apply, go to: jobs.wright.edu/applicants/Central?quickFind=1264007546479
Wright State University is an AA/EO Employer.