

Position: Associate Director of Transfer Student Success

Department: Center for Student Success

Reports to: Director of Student Success

Job Summary: Responsible for leading the implementation and management of programs that support the St. Francis College's transfer student population.

Duties and Responsibilities:

- Lead and coordinate all processes necessary for transfer admission, advisement, and registration, in collaboration with academic departments, Office of Admissions, Registrar, and Student Success.
- Develop and manage the transfer credit evaluation process to ensure accurate and timely evaluation of credit.
- Lead and administer the new transfer student registration and orientation program.
- Manage the part-time transfer student advisor/credit-evaluator.
- Assess student academic readiness and liaise with academic departments to facilitate each transfer student's transition to St. Francis College.
- Assist the Academic Dean's office with creating and maintaining transfer articulation agreements.
- Manage the College's Transfer Equivalency data base and repository of standard equivalencies.
- Manage the website content related to transfer equivalencies which include building the Advanced Placement (AP)/International Baccalaureate (IB) equivalency charts.
- Maintain current knowledge of technologies (such as Transferology) which assist transfer student success and ease the credit evaluation process.
- Provide student-centered academic advising to undergraduate students.
- Serve as the primary resource for incoming transfer students and assist them with their transition to St. Francis College by providing academic, social, and professional advisement and support.
- Meet with incoming transfer students individually and at orientation sessions to provide them with initial advisement and registration; assist students who have questions or concerns about transcript evaluation and/or their first semester schedule throughout the College's registration and add/drop periods.
- Provide continued academic advisement to all transfer students who have not yet declared their major area of study.
- Coordinate planning and implementation of academic support initiatives including, but not limited to, advisement workshops, course registration support, advising materials, and social/outreach activities.
- Serve as an instructor for sections of Freshmen Seminar (first-year experience course) and/or Transfer Student Seminar courses during the Fall and/or Spring semesters.
- Assist in developing/maintaining the curriculum for a transfer student seminar experience.
- Serve as an advisor and monitor the academic progress and success of approximately 100 freshmen each academic year, which includes academic tracking and referrals to campus resources.
- Responsible for developing and maintaining case files and records.
- Create and manage databases, spreadsheets, queries, and electronic and social media communication, as well as utilize document imaging software to view transcripts and track transfer credit evaluations.
- Maintain current knowledge on St. Francis College's degree programs, prerequisites, and other advising or course information necessary to provide accurate course scheduling.
- Stay abreast of the College's rules and policies to direct students to the appropriate resources within the College, and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).

- Utilize advisement scheduling software as well as the College's student data resources.
- Participate in specific weekend and evening events, as identified by the Director, during the academic year, including, but not limited to, the College's Open House, Admitted Student Day, and orientation events.
- Perform all other duties as assigned.

Qualifications:

- Master's degree in higher education, counseling or related field is required.
- At least 2-years of experience in higher education administration and/or transfer program management is required.
- Strong communication, presentation, organizational and team-building skills.
- Proficient with Microsoft Office Suite.
- Awareness and sensitivity to the needs and expectations of college students.
- Ability to work with a diverse student population.
- Ability to work effectively in a collegial environment.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).