

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CREDENTIALS ANALYST/ ACADEMIC ADVISOR

Reports To: Designated Supervisor

UW Job Code: 3866

UW Job Family: 35 - Student Service Management Support

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 20

Date: 9-1-96 (revised 7-01-01; 1-01-02; 4-01-02; 3-05-03; 7-01-04)

JOB PURPOSE:

Evaluate academic records of University of Wyoming students to validate college course credits; provide academic advising, as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process and load all applications for admission using computers and software in area; review and update student information as new documents arrive. Load application fee.
- Evaluate and recalculate GPA for most transcripts and all international students.
- Determine the eligibility of students for admission and load as appropriate.
- Provide customer service to students and parents, as directed.
- Maintain accurate records to assure that complete official academic records are on file.
- Train and assist new employees, including student workers. Double-check for accuracy and assist with necessary clean-up reports.
- Meet with campus departments as necessary to evaluate and develop new processes when needed and serve as a resource.
- Provide backup and assist with scanning, indexing, front-desk coverage, and big mailings and data entry.

SUPPLEMENTAL FUNCTIONS:

- May travel to discuss questions with prospective transfer students.
- May assist with graduation ceremonies, or special award/recognition events; occasional travel.

COMPETENCIES:

- Attention to Detail
- Judgment
- Quality Orientation

- Quantity of Work
- Service Orientation
- Stress Tolerance

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1 year progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Post-Secondary class content.
- Academic standards governing student probation, suspension, and/or expulsion.
- Student recruitment and retention issues.
- Organizational structure, workflow, and operating procedures.
- Admissions standards.
- Transfer credit processes, procedures, and requirements.
- Academic advising processes, policies, and techniques.
- Problem resolution.
- Available University resources and programs.
- Processes and regulations in dealing with undeclared, probationary, conditionally admitted, suspended, or reinstated students.
- University curriculum and academic policies and procedures related to academic processes.
- Applicable legislation, standards, policies and procedures within specialty areas.
- Routine mathematical calculations.
- Applicable computer formats, systems, and software in use in area of specialty.
- Research methods, processes and procedures.
- Degree checks and transcript evaluations.

Skills and Abilities to:

- Manage and maintain records and databases.
- Ability to interview and advise students.
- Evaluate and analyze program-related information.
- Supervise and train staff, including organizing, prioritizing and scheduling work assignments.
- Develop, plan, and implement short- and long-range goals.
- Keyboard information into information systems.
- Make appropriate recommendations based on logical and justifiable reasoning.
- Perform degree checks and transcript evaluations.
- Analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Evaluate student transcripts and/or records.

- Analyze program requirements, university requirements, and/or curriculum/graduation requirements.
- Use personal computers and related software applications.
- Oversee, review, and evaluate student admissions screening processes.
- Maintain confidentiality.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Effectively counsel students with academic difficulties.
- Communicate effectively, both orally and in writing.
- Multi-tasking.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

DISTINGUISHING FEATURES:

Credentials Analyst/Academic Advisor: Under limited supervision within the Registrar's office, evaluates academic records of University of Wyoming students to validate college course credits. Provides academic advising, as directed. Provides routine answers to advising questions. Typically has limited authority for independent judgment and decision making.

Coordinator, Student Advising: Under limited supervision coordinates and provides academic career and/or advising functions within assigned department for University of Wyoming students. Assists with program goals and objectives, as directed.

Coordinator, Senior, Student Advising: Under very limited supervision coordinates and provides career and/or academic advising functions for University of Wyoming students. Responsible for one or more additional program management functions.

Manager, Student Advising: Independently manages the operational, financial, and personnel functions for a designated unit. Develops and implements a comprehensive advising plan for University of Wyoming Students.

Associate Director, ACES: Provides leadership in the administration of the Academic Career and Exploratory Studies center. Develops and administers department goals and objectives relating directly to academic and career advising of students.

Academic and Career Counselor: Independently coordinates and administers career counseling functions for University of Wyoming students by utilizing professional advising and guidance skills.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.