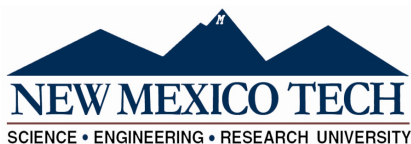


Posted: March 31, 2025



POSITION ANNOUNCEMENT

TITLE: COURSE TRANSFER EVALUATION SPECIALIST DEPT: REGISTRAR

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$42,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 04/09/2025 CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Course Transfer Evaluation Specialist and Assistant Specialist will be responsible for evaluation of both incoming Transfer students upon arrival and current student transcripts, math placement tests scores, and Advanced Placement credits. The Specialist will fully implement, maintain, and oversee the transcript evaluation software known as TReQ an extension of our student DegreeWorks Audit system. These Specialists will enter and maintain the Articulated Course Catalogs in the Banner SIS. This position will work with Academic Affairs, Deans, Chairs, and Faculty in Articulation of transfer courses whether Domestic or International as needed. They will ensure courses transfer accordingly as stipulated by and through the NM State required Common Course Numbering System and will assist with Common Course Numbering submissions where appropriate and needed. They will assist with incoming students registration during Orientation in relations to their transfer coursework.

JOB FUNCTIONS:

Implement and Maintain Transfer Evaluation Software. Build and Maintain Banner Course Transfer Catalogs. Assist with Incoming Transfer Students with transcript evaluations upon submission and arrival. Work with other NMT personnel in Articulation of Courses. Assist with Transfer Students registration during Orientations.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Excellent Communication Skills. Strong Organizational skills and detail oriented. Excellent Customer Service Skills.

DESIRED QUALIFICATIONS:

Experience in Student Services and Transfer Articulation Services. Experience at an Academic Institution.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	N
100 + pounds	N

PHYSICAL DEMANDS:

Standing 30%	Sitting 40%	Walking 10%	Pulling
Pushing	Lifting 20%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu