



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Transcript Specialist

DEPARTMENT: Registrar's Office

STATUS: Regular Full-time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Bachelor's degree.
- Minimum of one year of experience in a registrar's office or related position.
- Excellent verbal and written communications skills.
- Excellent interpersonal and customer service skills.
- Strong analytical and problem-solving skills.
- Accuracy and productivity in completing tasks.
- Knowledge of the Family Education and Privacy Rights Act (FERPA).
- Ability to function well in a high-paced and, at times, stressful environment.
- Report preparation skills.
- Proficiency with computer, Microsoft Office, and student information systems.

BRIEF DESCRIPTION OF DUTIES:

- Processes transcript requests and degree verifications using the National Student Clearinghouse.
- Conducts transfer credit evaluation using the Transfer Evaluation System (TES).
- Processes transfer equivalence requests and records transfer credit in the Jenzabar (J1) student information system.
- Maintain confidentiality of student records in compliance with FERPA.
- Provide instructions and additional information as needed to students regarding transcripts and transfer credit.
- Handle queries about transcripts and transfer credit from students, faculty, staff, and the general public.
- Develops and maintains a detailed knowledge of the University's academic policies.



- Assists with general office functions.
- Performs other duties as assigned by supervisor.

SALARY: Commensurate with education and experience

POSTING DATE: November 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in Google Chrome
- Open application in Adobe Reader
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

RESET

