

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: ASSISTANT DIRECTOR, TRANSFER RELATIONS

Reports To: Transfer Relations

UW Job Code: 3666

UW Job Family: 35 – Student Service Management Support

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 24

Date: 9-1-17 (revised 10-7-21)

JOB PURPOSE:

Develop programming and services to provide onboarding and transition support to incoming transfer students. Lead a peer mentor team; identify and serve at-risk transfer students in meeting their personal and academic goals, and respond to student needs through coaching and referrals to appropriate resources. Work collaboratively to develop and implement proactive interventions to serve students in their transfer year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate as a part of the Transfer Success team and make administrative and procedural decisions, and judgments on sensitive issues. Provide input on strategies and policies that determine the overall direction of the office, including service to Laramie campus, UWC, and distance students. Represent supervised area and related functions in the decision-making process.
- Responsible for managing the unit including, hire and supervise a student staff, create student leader development and training, generate ideas for publications and the marketing campaign, manage the website and registration, network with campus, and logistical coordination.
- Create and oversee a complete communications program for transfer students.
- Manage the coordination of specialty orientation and onboarding programs, such as community college-based Registration Days, in conjunction with other offices such as ACES and Admissions.
- Develop and administer programs to support at-risk and struggling transfer students.
- Participate in the advising of individual students and prospective concerning transfer-related information. Train supervised staff to provide high level of service.
- Track programming effectiveness and examine other models and approaches for improvements.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Influence
- Individual Leadership
- Judgment
- Negotiation
- Sensitivity
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree, preferably with an educational focus**

Experience: **At least 5 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills and commitment to customer service.
- High level of problem-solving skills.
- Ability to work effectively in a culturally diverse environment.
- Ability to interpret system needs and construct system processes.
- Student recruitment and retention issues.
- Community outreach practices.
- Admissions policies and eligibility requirements.
- Programs/services available to university students.
- Time management principles and practices.
- Housing residential programs and services.
- Financial aid programs.
- Special events planning and detail coordination.
- Employee hiring, supervision, and assessment.
- Ability to manage and meet deadlines.
- Knowledge of applicable Federal and State laws and regulations.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

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.