

## **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: ASSOCIATE DIRECTOR, TRANSFER RELATIONS**

**Reports To:** Transfer Relations

**UW Job Code:** 3667

**UW Job Family:** 35 – Student Services Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 9-1-17

**JOB PURPOSE:**

Manage the development and maintenance of program-level transfer articulation agreements in Wyoming and the region. Work with faculty and staff at UW and with 2-year college partners to create and revise these agreements. Provide leadership in communicating UW's articulation strategy, determining opportunities for agreement expansion, and contributing to the overall priority of transfer student success at UW.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and maintain the approximately 350 Wyoming community college 2+2 plans while identifying and pursuing expansion opportunities, to include additional programs, modalities, and regional community colleges. This includes collaborating with department heads and academic affairs leadership to draft articulation MOUs and create articulation agreements, from inception to signing. Ensure plans meet all degree requirements for an associate's and bachelor's degree within the allotted number of credit hours and within the context of scheduled course availability. Publicize the plans appropriately to current and prospective students, advisors, counselors, statewide secondary and post-secondary leadership, and the public. Maintain the Transfer Articulation Scorecards for the UW Board of Trustees, Wyoming Community College Commission, and the Wyoming State Legislature.
- As part of the Transfer Success Center team, 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; hiring and supervising any student staff, creating student leadership development and training, generating ideas for publications and the marketing

campaign, managing the website and registration, networking with campus, and logistical coordination.

- Plan and execute the annual Articulation Summit held each September, hosting the Vice Presidents for Academic Affairs and Student Affairs from all 7 Wyoming community colleges on UW's campus, along with a variety of department heads. Coordinate UW's faculty and advisor visits to each community college. Provide project coordination to the Wyoming Transfer Council. Develop and maintain positive, proactive relationships with community college leaders.
- Implement and maintain a reverse transfer process that is systematic, comprehensive, and effective with each of the Wyoming community colleges and the Office of the Registrar to ensure that students who transfer without credentials have the opportunity to obtain them.
- Maintain approximately 160 UW 4-year plans by ensuring that they are updated annually and match the catalog and electronic degree audit system.
- 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
- Individual Leadership
- Decisiveness
- Quantity of Work
- Formal Presentation Skills
- Meeting Facilitation
- Negotiation
- Technical/Professional Knowledge

### **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 interpersonal skills and commitment to customer service.
- Ability to work effectively in a culturally diverse environment.
- Ability to interpret system needs and construct system processes.
- Student recruitment and retention issues.

- Customer service standards and procedures.
- Community outreach practices.
- Admissions policies and eligibility requirements.
- Programs/services available to university students.
- Time management principles and practices.
- Housing residential programs and services.
- Departmental policies and procedures.
- 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.
- Required to travel.
- 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.