

Winthrop University

NOTICE OF JOB VACANCY

September 28, 2026

Position	Transfer Credit Specialist Temporary Position (37.5 hours per week; M-F, 8:30 a.m. – 5:00 p.m.)	
Department	Admissions	
Band/Level	N/A	Vacancy No.: 2027305T
Starting Salary	\$21-\$24 per hour; actual salary depends on qualifications.	
Minimum Training and Experience		
• Bachelor’s degree required. • Two years of experience in admissions, advising, registrar operations or similar preferred. • Proficiency with student information systems/CRMs (Slate, Banner, DegreeWorks or similar) preferred.		
Knowledge, Skills and Abilities		
• Exceptional customer service, organizational, and oral and written communication skills. • Ability to manage multiple priorities and meet deadlines. • Strong attention to detail in evaluating academic records. • Ability to establish and maintain effective working relationships with faculty, staff, students, co-workers, supervisors and university guests. • Ability to learn and effectively use university systems and technology platforms required to perform position duties at a high level.		
Major Duties		
The Transfer Credit Specialist reports to the Assistant Director for Transfer Enrollment and supports traditional undergraduate transfer, competency-based education (CBE) and other incoming students by evaluating academic transcripts and coordinating transfer pathways while serving as a liaison between Undergraduate Admissions, the Office for Student Success, and the School of Graduate, Continuing and Online Education. • Evaluate transcripts for transfer applicants and Winthrop Elevate (CBE) students, ensuring accurate credit transfer and course equivalencies. • Communicates evaluation results to students and partners in a timely, student-centered manner. • Resolves transfer credit and equivalency questions with academic departments and student services. • Helps maintain and grow academic pathways and articulation agreements with community colleges and partner institutions. • Keeps transfer/articulation data accurate in university systems and supports related reporting. • Identifies ways to improve evaluation workflows and communication between enrollment partners.		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than
October 12, 2026

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