Winthrop University

NOTICE OF JOB VACANCY

November 23, 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.
- Valid driver's license.
- 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.
- Ability and willingness to travel to assigned off-campus locations.

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.
- Reviews prospective transfer student application records and provides operational and administrative support to the transfer counseling team as needed to facilitate enrollment goals and student success initiatives.
- Supports the transfer recruitment efforts with regular travel to community colleges and other two-year institutions throughout North and South Carolina.

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

December 7, 2026

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