

**Sul Ross State University**  
**Position Description**

**Official Title:** Transfer Specialist - HITAP Grant **Salary Group:** Classified (9) **Job Code:** 3706

**Summary**

Function: Assist student transferring between SRSU and Midland College

Scope:

**Duties**

Essential: Produces materials outlining transfer requirements for distribution to students interested in transfer; Works with SRSU personnel to ensure seamless transfers for Midland College students; Advise Midland College students on course selection and completion of requirements for transfer. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Other HITAP duties as assigned.

Non-Essential:

**Supervision**

Received: Reports to the HITAP Activity Director.

**Education**

Required: Bachelor's degree.

Preferred:

**Experience**

Required: Five years in higher education services; Demonstrated experience/ability in working with student in higher education; Knowledge of challenges affecting rurally isolated, disadvantaged and/or minority students

Preferred: Experience with low-income and minority students

**Equipment/Skills**

Required: Excellent communication skills

Preferred: Bilingual (Spanish/English)

**Working Conditions**

Usual: Current driver's license and driving record acceptable to the university must be maintained as a condition of employment. Must have personal transportation and be willing to work some evenings and weekends. Exempt from overtime provisions. This position is located in Midland.

Special: Position is security sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date Revised: June, 2012