

**Job Title:** Transfer Counselor  
**Department:** Admissions  
**Employment Type:** Full-time, non-exempt

## **Position Summary**

The Transfer Counselor serves as a key advocate for transfer students, supporting their transition into Roberts Wesleyan University's traditional undergraduate (TUG) and graduate/professional studies (GPS) programs. As a newly established role, this position offers significant opportunities for innovation and strategic development. It focuses on cultivating strong relationships with community colleges, guiding students through the admissions process, and ensuring a seamless transfer experience.

This role is instrumental in creating and enhancing transfer pathways that align with national trends, where transfer students represent a growing segment of higher education enrollment. With over 1.3 million students transferring annually in the U.S., the Transfer Counselor will contribute to institutional growth by developing creative strategies, building partnerships, and streamlining processes. By collaborating with university departments to strengthen articulation agreements and pathways, the Transfer Counselor will help ensure students are prepared for lives of leadership, service, and excellence in alignment with the university's values.

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## **Key Responsibilities**

### **Transfer Recruitment and Outreach**

- Develop and execute recruitment strategies targeting transfer students for TUG and GPS programs.
- Build and maintain partnerships with community colleges and other feeder schools to promote transfer pathways.
- Represent Roberts Wesleyan University at college fairs, community college events, and other recruitment opportunities.
- Lead the effort to update and formalize articulation agreements with partner institutions.
- Work closely with GPS recruiters to align outreach efforts across programs.

### **Admissions Counseling**

- Advise prospective transfer students on the admissions process, transfer credit evaluations, and academic program selection.

- Provide unofficial transfer credit evaluations (TCEs) to help students understand how their coursework aligns with Roberts Wesleyan programs.
- Guide international non-athlete transfer students through the application process, ensuring compliance with institutional requirements.
- Manage additional territories as assigned

### **Data Management and Reporting**

- Maintain detailed records of prospective and admitted transfer students in the university's CRM system.
- Analyze transfer student trends and report on recruitment outcomes to inform strategy.

### **Collaboration and Integration**

- Partner with academic departments, the registrar's office, and financial aid to support transfer student success.
- Contribute to the development of innovative pathways into all TUG and GPS programs, fostering a seamless recruitment and admissions process.

### **General Enrollment Support**

- Support enrollment initiatives such as inquiry calling, application follow-ups, and visit coordination.
- Participate in campus events, including open houses and transfer-specific visit days.

***The approved rate of pay for this position is \$24-26 hourly.***

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## **Qualifications**

### **Education and Experience**

- Bachelor's degree required; Master's degree preferred.
- Experience in transfer admissions, academic advising, or a related field preferred.

### **Skills and Competencies**

- Comprehensive understanding of transfer admissions processes and articulation agreements.
- Exceptional interpersonal and communication skills, with the ability to build relationships with diverse audiences.
- Strong organizational skills with attention to detail and data accuracy.
- Proficiency in CRM systems and Microsoft Office Suite.

## **Other Requirements**

- Willingness to travel frequently, including evenings and weekends.
  - Valid driver's license and reliable transportation.
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## **Why Join Roberts Wesleyan University?**

- Be part of a mission-driven institution rooted in Christian values and dedicated to holistic student success.
  - Work within a collaborative and supportive team environment.
  - Make a meaningful impact by helping students navigate their academic and professional journeys.
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