

# HUMBOLDT STATE UNIVERSITY



## Transfer Admissions Coordinator (Internal Only)

Admissions  
Job #21-101

Close Date: Sunday, December 5, 2021

**(Job #21-101) Student Services Professional III, Transfer Coordinator \$4,691- \$6,683/month.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in Admissions. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. Please note that this is an internal recruitment open only to active, stateside, staff Humboldt State University Employees.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

### Position Summary:

The Transfer Admissions Coordinator is responsible for recruiting transfer students to Humboldt State and also collaborating with Registrar's Office Transfer Graduation Counselors to admit students during every cycle. This position focuses on Polytechnic pathways amongst community colleges that align with the STEM focused programming being launched in the coming years. The coordinator will collaborate with the Assistant Registrar to support the building of partnerships with various community colleges across California. The coordinator will focus on developing pathways for transfer students to be successful in applying and transitioning to HSU, especially historically underserved populations including underrepresented minorities, veterans, international and adults returning to school.

### Duties:

- Supports transfer automation, operational troubleshooting, and ensures alignment between Admissions and other partners interacting with transfer students; coordinates efforts that support the Polytechnic programmatic launches as it relates to transfer student pathways.

- Monitors progress, improves workflow processes, and admits Lower-Division and Upper Division Transfer students. Identifies opportunities to intervene to increase yield. Collaborates with Admissions Team to ensure transcripts, admit decisions, credit evaluations & communications are completed in timely and accurate manner.
- Participates and promotes transfer student advocacy and success initiatives; supports recruitment, orientation and retention efforts to meet the goals of the Enrollment Management Plan. Represents HSU Transfer Admissions at admissions events. Analyzes, develops, evaluates and report on services that address the unique needs of students with transfer credit from diverse backgrounds
- Coordinates with Director of Admissions and Associate Directors on various activities related to partnership development and transfer pathways across California Community Colleges.

**Minimum Qualifications:** Equivalent to graduation from a four-year college or university, including applicable experience with Admissions, Orientation or transfer processes supplemented by 2 years of experience in higher education.

**Required Knowledge, Skills, and Abilities:**

- Ability to solve problems by interpreting CSU Policies and Business Process Guides.
- Ability to learn complex tasks quickly & Communicate effectively in written and verbal forms.
- Ability to use informed professional judgment; to communicate complex rules and regulations to a diverse audience consisting of students, teachers, counselors, family members, and HSU staff & work in a collaborative environment with people from diverse backgrounds and perspectives.
- Ability to work independently under general supervision
- Ability to perform standard office procedures.
- Must possess a valid California driver's license and have a good driving record with the Department of Motor Vehicles. Must have a good credit rating as it relates to the minimal travel needs of this position.

**Preferred Qualifications:**

- Working knowledge of PeopleSoft student information system
- Familiarity with ADT-verification
- Experience with electronic document management systems; Nolij, Content 7
- Knowledge of CSU and HSU undergraduate degree requirements, academic policies and procedures, curriculum, campus resources
- Familiarity with HSU, CSU & Title 5 policies & regulations.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/99277>

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Sunday, December 5, 2021.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to [hr@campus.edu](mailto:hr@campus.edu).

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 3084

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See more photos at [Humboldt State University's Flickr page](#).