UNIVERSITY OF SOUTHERN CALIFORNIA
Graduate/International Credentials Analyst
Job Code: 137211

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Provides counseling services to prospective graduate/international students regarding University admission policies and procedures. Evaluates, interprets, and summarizes the academic background of all graduate applicants. Makes admission decisions for international undergraduate applicants.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Time Description</th>
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<tr>
<td>______</td>
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<td>Counsels applicants on admission policies and procedures and on educational alternatives for prospective international students. Evaluates and offers solutions to applicant problems and requests regarding admissions. Applies transfer credit guidelines in review and assessment of applications as appropriate.</td>
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<td>Reviews, interprets, and evaluates student records and calculates a qualitative assessment of foreign credentials for undergraduate, graduate, and professional applicants. In addition, evaluates, interprets, and summarizes the academic background of all domestic graduate applicants. Inputs data and generates letters utilizing the student database.</td>
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<td>Formulates and/or updates articulation agreements with overseas colleges and universities. Prepares appropriate transfer credit evaluations and degree verifications of foreign credentials.</td>
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<td>Participates in recruitment activities aimed at graduate and international student populations. May act as a representative of the University at Graduate and Transfer College Fairs or Transfer Centers.</td>
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<td>Maintains currency on University policies affecting admissions and transfer credit evaluations. May assist with research and development of admission policies for countries where policies are outdated.</td>
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<td>Liaises with academic department representatives on campus to ensure compliance with graduate and international admission policies and procedures.</td>
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<td>Communicates in person, by telephone, and in writing with potential student overseas schools, examining boards, graduate and international students, sponsoring agencies from many countries, professional organizations, and bi-national centers. Deals with individuals from a variety of cultural and ethnic backgrounds.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 1 Year
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Knowledgeable about international educational credentials to evaluate any document or transcript presented. Counsels students with diverse backgrounds. Strong oral and written communication skills.

**Preferred Education:**
- Bachelor's Degree

**Preferred Field of Expertise:**

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Public relations
- Public speaking/presentations
- Research

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: __________________________ Date: __________________________
Supervisor: __________________________ Date: __________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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