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IDS 493: Electronic Portfolio Project

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Abstract

After reviewing various job advertisements over the course of the week, I came across a position that caught my eye almost immediately. I have always been interested in working in higher education, so I started seeking out employment options on the Old Dominion University website. I came across a position titled Transfer Evaluation Coordinator. Upon completion of reading the job description I decided to dive deeper and see what the position would truly entail. As a student at ODU, I would love to work for a school so dedicated to helping students succeed. As a transfer student myself I would be helping those students who have been in my shoes before. This paper will be about the duties and requirements that come with the role.

Transfer Evaluation Coordinator Responsibilities

As a Transfer Evaluation Coordinator, I would be working for the undergraduate admissions department. Some responsibilities include “examining student records to determine the appropriate individual course equivalency at Old Dominion University” (*Transfer evaluation coordinator*). In short, this role is important when students from a different college or university are trying to apply to ODU. Their documents need to be approved and examined to be sure that ODU accepts all their previous credits. This way students are not taking the same class over again after they successfully transfer. In addition, courses that do not line up with ODU’s academic criteria may not count for degree completion. When examining the equivalency of course work it can be meticulous since it can have a huge impact on a student’s degree completion if incorrect. Under the job description, it states “decision impact articulation reviews, graduation clearances, and advising associated with additional course requirements for degree completion” (*Transfer evaluation coordinator*) meaning that to complete a degree the credits must be transferred properly.

Transfer Evaluation Coordinator Responsibilities

Some skills needed for this role are “effective customer service, effective problem-solving skills, and PC-related software systems such as Microsoft Office products and Banner” (*Transfer evaluation coordinator*). Oral and written communication skills as well as organizational skills are important for this position. Being knowledgeable of how to manage multiple tasks, meet deadlines, and make decisions in high stress environments are crucial for this position. The Transfer Evaluation Coordinator must be meticulous and pay attention to even the smallest details. If details are overlooked, students’ success will be affected therefore being

detail oriented is crucial. When reading between the lines on this job listing, I concluded that one must be able to work under pressure as well as diligent for the success of students.

Transfer Evaluation Coordinator Criteria

To be eligible for this position, one must have some “administrative experience with student records in a higher education or enrollment service setting” according to the ODU job posting. In other words, the posting asks the applicant to have some working knowledge of student records before applying. It may be useful to have front desk or administrative assisting experience prior to applying. When working in a position like these, individuals learn how important looking at all the details can be. Furthermore, having “extensive knowledge of application and evaluation processing operations” (*Transfer evaluation coordinator*) in student information systems such as Banner is a huge part of this role. An individual who has worked in admissions and processing enrollment requests are encouraged to apply since they already have background knowledge. Lastly, working collaboratively with others in other departments is essential.

Growth and Progression

In this position, I am unsure of how much growth there is to move up the chain of command. However, on the ODU website, I have noticed similar job listings in the past. I have been thinking about finding employment at ODU for a while, so I have been looking at job listings for over a year. I have seen many jobs I would be interested in, but I would need to continue my education to obtain a higher-level position. So, I would say there is room for progression, but it may be in a different department or in a more director role. The demand for this position will always be prominent since adults young and old are attending college and universities. It may be challenging during enrollment season when thousands of students are

registering for classes and wanting to transfer. However, time management will be crucial to meet all the deadlines and follow up as needed with students individually. I would imagine working in this role would be stressful at times as well. Overall, the job listing is organized and thorough giving all the details needed to apply. The wording in the advertisement is encouraging and welcoming to make individuals want the role. I would be happy to work for Old Dominion University especially as a soon to be alumni. My coursework at ODU would help me greatly in this position since I have learned about time management, how crucial is it to pay attention to details, and how to work collaboratively with others.

My Viewpoint

After reviewing the job listing entirely, I believe I would really enjoy working in this position. I do not have much experience working in a formal registrar's office or in admissions, however I do have some experience in a different way. In the summer, I work at a summer camp in a supervisory and administrative role. I input camper's information into our system as well as do all the scheduling for the entire camp. This role requires a large amount of patience as well as being detail oriented since I must triple check all the information, I enter is accurate. I feel this experience would help me in a role such as this one since I am inputting data into a system as well as double checking everything is correct before sending it off. My reason for wanting this specific position is because I feel I can relate to those who are transferring. I was very nervous when transferring to ODU since I was worried about my credits not being transferred over properly. I enjoy helping other people, and if that means providing them with a sense of peace that their hard work paid off then that is a success in my book. In addition, the job listing states "Demonstrated ability to retain extensive knowledge of the academic programs and coursework offered at the university. Demonstrated ability to perform in a professional manner in a team

environment, and to interact professionally with the public” (*Transfer evaluation coordinator*). I feel since I have experience with programs such as Banner and coursework offered at the university, I could be a valuable individual to have in this role. Furthermore, Old Dominion University seems like a great place to work after doing extensive research on the company culture. According to ODU’s mission statement “to encourage and maintain an environment which values and appreciates differences; and to foster a work ethic that displays respect, cooperation, fairness, and commitment to excellence” (*About*, 2024) Based on the mission statement, I can imagine that working at ODU is a pleasant experience. The values mentioned align with my own personal beliefs. I am someone who values work ethic and wants to make a difference in a positive way in higher education.

Conclusion

In conclusion, the job listing for Transfer Evaluation Coordinator is right up my alley of positions I would apply for after graduation. It is a good entry level position with some room to move up the ladder at ODU in the future. I have the skills needed for this position as displayed in the job listing and would be thrilled to receive an opportunity to work for my alma mater. The job post is clear and well organized with all the responsibilities listed as well as the skills needed for the position.

References

About. Old Dominion University. (2024b, August 8). <https://www.odu.edu/human-resources/about#:~:text=Our%20Guiding%20Values&text=We%20treat%20each%20other%20with,in%20all%20our%20business%20dealings>.

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