



Graduate/International Credentials Analyst Job Description

JOB INFORMATION

Job Code:	137211
Job Title:	Graduate/International Credentials Analyst
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Academic Review/Counseling
Job Family Group:	Academic Advising and Career Counseling
Management Level:	7 Individual Contributor

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledgeable about international educational credentials to evaluate any document or transcript presented.
X		Counsels students with diverse backgrounds.
X		Strong oral and written communication skills.
	X	Admissions experience in a university setting.
	X	Knowledge of languages.
	X	Overseas experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Computer skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
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.				
Formulates and/or updates articulation agreements with overseas colleges and universities. Prepares appropriate transfer credit evaluations and degree verifications of foreign credentials.				
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.				
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.				
Liaises with academic department representatives on campus to ensure compliance with graduate and international admission policies and procedures.				
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.				
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.