

DIRECTOR OF TRANSFER AND RESEARCH - USNH

Function of Job:

Under general direction of assigned supervisor, manage all transfer initiatives between the Community College System of New Hampshire and the University System of New Hampshire and other related objectives established by the USNH Board of Trustees, oversee selection and implementation of System-wide degree-audit software, conduct research, assessments and surveys for the Chancellor's Office.

Characteristic Duties and Responsibilities:

1. Manage the USNH and Community College System of New Hampshire Connections program which facilitates student transfer to a USNH residential institution, which includes maintaining USNH-CCSNH articulation agreements, representing USNH for transfer student opportunities at scheduled presentations and career fairs.
2. Assist USNH admissions officers with campus visits to promote the Connections program.
3. Meet with faculty discipline groups to establish course equivalencies
4. Provide consultation and support to the Chancellor's Office in areas of transfer articulation.
5. Supervise the development, maintenance, and updating of the transfer web site, including providing degree audit capabilities for student access and other changes as needed,.
6. Conduct research, complete surveys, including data collection, analysis, and assessment of outcomes.
7. Provide reports and presentations for internal and external audiences.
8. Oversee selection and implementation of System-wide degree audit software program and provide education about general use of software and discipline-specific requirements to faculty and others as needed.
9. Serve as USNH coordinator and primary contact for IPEDS reporting, and participate in the USNH Institutional Research Officers' meetings, and communicate timelines and changes in IPEDS reporting,.
10. Hire, train, evaluate, and supervise staff as assigned.
11. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in education, institutional research, or related field.
2. Five years of experience in transfer articulation and institutional research.
3. Communication and supervisory skills.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Doctorate in Education, Institutional Research or related field.
2. Professional experience in public higher education.

9/29/08
System Approval

2/18/08
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.