INTO CSU Center Job Description:
International Credential Evaluator/Processor

This is a 12-month, full-time, administrative professional position. INTO University Partnerships is an organization working in partnership with leading universities and investing in the development of world-class international student centers. It specializes in preparing students for undergraduate and postgraduate study. INTO Centers deliver guaranteed progression into leading undergraduate and postgraduate courses. Each INTO Center is managed by a joint venture management board in which INTO and the partner university are equal shareholders.

Colorado State University is one of the nation’s premiere land-grant teaching and research universities with a total enrollment of over 28,000 students. The university has been consistently ranked as a top tier institution by the U.S. News and World Report’s “America’s Best Colleges and Universities” and named by Kiplinger’s Personal Finance Magazine as one of the top public universities for its educational quality and affordability. Nestled at the base of the Rocky Mountain foothills, the campus is located in Fort Collins, a city of approximately 144,000, 65 miles north of Denver. Known as the “Choice City”, Fort Collins provides a unique blend of big city advantages and small town friendliness, making it an attractive place to live.

The home department for the International Credential Evaluator will be the Admissions Office, but he/she will be share time between the INTO CSU Center and the Admissions Office. The home department will be involved with hiring, professional development, and disciplinary action, and in conjunction with the INTO CSU Admissions Process Manager, will deliver the annual evaluation. The daily management of work assignments, however, will rest with the INTO CSU Admissions Process Manager.

This position is responsible for evaluating applications and international credentials for entry to INTO CSU Pathway programs within a designated timeframe. The evaluator works in collaboration with the Assistant Director of Pathway Admissions as a liaison between the INTO CSU Center, CSU Office of Admissions, and the INTO Application Processing Center to ensure the evaluation of Pathway applicants is consistent with current INTO CSU and CSU admissions guidelines. At the direction of the Assistant Director of INTO Pathway Admissions, he/she will provide decision making authority for Pathway application decisions on behalf of the Office of Admissions. When necessary, he/she will consult with the Graduate School and graduate departments regarding necessary degree requirements and transcripts for graduate study.

This position has autonomy to prioritize daily activities to meet project goals and balance multiple projects simultaneously. This position is expected to interpret established guidelines in troubleshooting complex challenges that may arise without immediate access to a supervisor/director. This position participates in reviewing applications for admission and making recommendations for the admission decision.

Key Responsibilities

- Evaluate international credentials for admission to INTO CSU Pathway programs;
- Stay up-to-date on evaluation standards, education practices and the latest information on academic policy regarding international admissions standards at the undergraduate and graduate level;
- Liaise with the staff of CSU Office of Admissions, INTO Application Processing Center and INTO CSU on application decisions to comply with and/or clarify existing processes and procedures;
- Interact with Pathway students to collect and follow-up on missing official academic documents and to scan and upload those documents to CSU’s student information system;
- Build and update student records in Banner;
- Utilize reports and logging systems related to registration holds;
• Collaborate with INTO CSU staff and other campus offices (e.g., International Programs, colleges, academic departments) to connect students to student services;
• In collaboration with supervisors, design and implement a plan for professional development;
• Set priorities among these various responsibilities to see that they are met in a timely manner;
• Meet processing goals as assigned by INTO USA;
• As assigned assist with other relevant center and campus-wide programs and activities.

Required Qualifications
• Bachelor’s degree (all academic interests)
• Strong MS Office, math, and data entry skills, including student information systems
• Possess strong written communication skills, demonstrated in application materials
• One year working with international populations

Preferred Qualifications
• Demonstrated knowledge with the evaluation of international transcripts, international education credentials, and foreign GPA conversions/calculations
• Experience in an international programs or admissions office
• Experience reviewing international student admission files
• Possess strong verbal communication skills as demonstrated in the interview process
• Experience helping others from diverse cultures who have various levels of English proficiency
• Training in handling specialized documents (immigration papers, etc.)
• Demonstrated ability to prioritize, meet deadlines, and work under pressure while maintaining attention to detail
• Demonstrated commitment to continued professional development

Position Information
Employment Classification: Administrative Professional
Salary: $35,000-39,000 based on experience and qualifications plus University benefits

To Apply
Electronic submission of application materials is required. Please access the application at Colorado State University’s job website: http://jobs.colostate.edu:801/postings/29123

To receive full consideration, complete applications must be received by 11:59 p.m. MST on Sunday December, 6th. Candidates selected for on-campus interviews may be asked to present or provide work samples outlining previous accomplishments.

Contact the Search Committee Assistant Susan Lucero at susan.lucero@colostate.edu or Trish Torrez, Search Committee Chair, at trish.torrez@colostate.edu with questions regarding the position.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or
expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.