

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: October 20, 2009 Department: Recruitment, Admissions and Retention  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: November 21, 2009 Date position to be filled: Until filled

Position Title: Transcript Evaluator/ Recruiter

Salary (annual): \_\_\_\_\_ or Salary Range: \$27,000 to \$33,000

Please check all categories that apply to this position:

### Status

- Part-time  
\_\_\_\_\_  
% of time  
 Full-time

### Faculty Position

- Temporary  
 Tenure  
 Tenure Track (Probationary)  
 Grant  
 Contract

### Unclassified Position

- Administrative  
 Temporary  
 Permanent  
 Grant  
 Contract

### Classified Position

- Probationary  
 Job Appointment  
 Provisional Appointment

Contact Person: Leatrice Latimore Telephone No: 504-286-5033

Contact Email Address: llatimor@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

### Brief job description

Responsible for evaluating transcripts for transfer students on SIS Plus & Banner; determine SAP; make routine decisions regarding admission of transfer students; maintain and update University catalogs from feeder schools on SIS Plus and Banner and maintain catalog library; prepare and maintain transfer equivalency guide for feeder schools; act as University liaison with advisors, prospective students and community regarding transfer credit; participate in recruitment activities with junior and community colleges or community events.

### Minimal qualifications

Minimum of a bachelor's degree in an appropriate field; prior transcript evaluation and University recruitment experience desirable; ability to adapt to a flexible schedule; ability to travel outside of New Orleans area for recruitment. Must have vehicle suitable for local travel and a valid driver's license.

### Remarks

Send letter of application; resume, official transcript, and three letters of recommendation.

Apply To: Leatrice Latimore, Interim Director  
Recruitment, Admissions and Retention  
Southern University at New Orleans  
6400 Press Drive  
New Orleans, LA 70126

**AN EQUAL OPPORTUNITY EMPLOYER**