

NIPISSING UNIVERSITY

JOB DESCRIPTION

JOB TITLE: Transfer Credit and Pathway Coordinator

DEPARTMENT: Office of the Registrar

CLASSIFICATION: Coordinator B

WAGE GRADE: WG 60

EMPLOYMENT DEFINITION (STATUS): Full-time Support Contract

SUPERVISOR (POSITION TITLE): Associate Registrar, Retention & Student Success

DATE REVISED: September 2026

SUMMARY OF FUNCTIONS:

Reporting to the Associate Registrar, Retention & Student Success, the Transfer Credit and Pathway Coordinator is responsible for the evaluation and processing of transfer credit and supports the institution's development and maintenance of pathway opportunities. Working collaboratively with students and other internal and external partners, the Coordinator applies academic policies and regulations, maintains transfer credit practices and systems, and contributes to the institution's efforts to advance student mobility, access and success.

The Coordinator serves as a primary resource for transfer credit and pathway-related information, communicating with students about transfer credit decisions, requirements and pathway opportunities, and providing reporting on transfer credit activity, pathway development, statistics and trends to internal and external partners.

DUTIES & RESPONSIBILITIES:

TRANSFER CREDIT EVALUATION & PROCESSING

(70%)

- Maintain and recommend university policies and procedures for transfer credit, including timing and notification
- Serve as primary contact and information expert on transfer credit to internal and external partners including (but not limited to), students, faculty, staff, prospective students and ONCAT
- Research, update and modify transfer and advanced standing credit evaluations to ensure accurate and relevant assignment of credits using established guidelines
- Maintain advanced knowledge on transfer credit, including trends and practices by other institutions within Canada and globally to ensure Nipissing's competitiveness, while maintaining institutional integrity
- Recommend standardized advanced standing for students coming from similar college or university programs, where a standard has not already been developed, or recommend changes when one has been developed
- Evaluate transfer credit for all newly admitted and re-admitted undergraduate students, both domestic and international, as well as students changing programs
- Evaluate and determine, in conjunction with the Associate Registrar, Admissions, transfer credit in cases that are more complex, researching course descriptions and syllabi to guide decision making processes and to further build Nipissing's credit transfer database
- Review and seek input from faculty on the awarding of transfer credit, as necessary

- Research programs and course descriptions from other institutions to assist in determining transfer credit
- Determine if transfer institutions are recognized institutions for the purpose of granting credit
- Coordinate the processing and assigning of transfer credits through Ellucian's Colleague
- Design, program and maintain the transfer credit database in Ellucian's Colleague, making appropriate changes when course codes and/or degree/program requirements change at Nipissing and/or the sending institutions
- Input all transfer credits to Ellucian's Colleague and inform students of the results
- Update and maintain the Nipissing University website and external sites (i.e. ONCAT) as it pertains to transfer credit
- Edit and approve Nipissing University's transfer guide created by the Marketing Department
- Ensure effective communication (written and verbal) with applicants and students on standards, opportunities/pathways and associated services

PATHWAY DEVELOPMENT SUPPORT

(30%)

- Research Ministry initiatives and industry trends (local, provincial, national and globally), to identify pathway opportunities for Nipissing University based on the recommendations of the Strategic Enrolment Management Committee
- Work collaboratively with required stakeholders (faculty, administration, partner institutions in Ontario, Canada and globally) to investigate, design and implement pathway agreements
- Serve as a resource to faculty and administration on pathway development, including but not limited to transfer credit, pathway to graduation, etc.
- Regularly review all pathway agreements and make appropriate recommendations to the Associate Registrar, Admissions that support student success and mobility
- Serve as primary contact for partner institutions to clarify agreement details and consider revisions aimed to enhance student success and mobility
- Notify students in a timely and diplomatic manner of eligibility or ineligibility to graduate
- Evaluate academic change requests to determine if the student meets the admission and progression requirements using knowledge of admission policies and academic regulations, referring to supervisor when required

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION: Bachelor's degree

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum of three years of relevant work experience, preferably in a university setting
- Experience with transfer credit, advanced standing, academic regulations and procedures is preferred
- Experience communicating with multiple partners
- Experience interpreting academic policies, degree and program requirements.
- Understanding of transfer credits in Ontario and a university setting
- Thorough knowledge of academic regulations and procedures
- High degree of professionalism, judgement and initiative are required
- Excellent written and verbal communication skills
- Strong interpersonal skills

- Expert computer skills and adaptability to new and complex software, (Ellucian's Colleague and Entrinsik's Informer would be considered an asset)
- Excellent ability to problem-solve and work both independently and as part of a team
- Attention to detail and ability to recognize errors and inconsistencies
- Ability to deal with difficult situations and situations in a diplomatic and tactful manner
- Ability to adapt to changing environments and remain flexible to change
- Awareness and sensitivity to student cultural differences and special needs
- Ability to research, interpret and apply academic regulations and policies

RELATIONSHIPS/CONTACTS:

Supervised by: Associate Registrar, Retention & Student Success

Internal Contacts: Faculty, Students, and Staff

External Contacts:

- General Public
- Provincial and national agencies (ONCAT)
- Other Colleges and Universities

MATERIALS UTILIZED:

- General Office Equipment
- Database software and reporting tools (Ellucian Colleague/ Entrinsik Informer)
- Academic Calendars (current and archived)

PHYSICAL, & MENTAL DEMANDS AND WORKING CONDITIONS:

- Some visual/listening/mental concentration
- Open concept office environment
- Conflicting demands
- Frequent Interruptions
- Regular working hours with some "peak times"

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date