NATIONAL LOUIS UNIVERSITY

the JOB beyond the DESCRIPTION

Job Title: Transfer Articulation  Department: Registrar  Campus: Wheeling

Name: Hanna Wielgat, Associate Director of SIS & Degree Evaluation

Q: How do you envision this position contributing to the strategic plan?

A: This position contributes to an unparalleled student experience by assisting students in the process of transferring to NLU and throughout their academic careers at our institution as well as building the infrastructure necessary for online services offered like transfer guides or automated degree audit.

Q: Can you describe your department’s culture?

A: Fast working and efficient service environment fostering the execution of policies and academic procedures. Working together with other departments to support student experience and maintain the integrity of academic records.

Q: What are the skills and attributes you value most for someone being hired for this position?

A: - Analytical skills
- Attention to details
- Experience with relational database and transfer articulation
- Ability to make independent decisions and seek assistance when applicable
- Time management skills
- Good communication skills
- Team player

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