

Position Search: Reverse Transfer Project Coordinator

The **Michigan Association of State Universities (MASU)**, the coordinating board for Michigan's 15 public universities, is pleased to announce a search for a **Reverse Transfer Project Coordinator**. This part-time, remote or hybrid contractor position will be responsible for overseeing the deployment of the National Student Clearinghouse's Reverse Transfer service among participating Michigan public universities. This is a nonrenewable college success grant-funded project funded by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP). The project will enable the state's public universities to more efficiently exchange course and grade data involving students who transfer from a community college to a university. This data will allow students to receive an associate degree from the community college once credit requirements are met, a process known as [reverse transfer](#).

The Reverse Transfer Project Coordinator will report to MASU's Chief Policy Officer as Project Director and through to the association's CEO.

Duties include:

- Project management and coordination for the voluntary deployment of the National Student Clearinghouse's Reverse Transfer service ([NSC RTS](#)) at participating Michigan public universities. This will include monitoring progress of individual institutional deployments of the NSC RTS.
- Administrative responsibility for managing the \$255,000 grant, titled "Boosting Attainment Through Reverse Transfer Capacity-building Among Michigan's Public Universities," including tracking and reporting expenditures and generating scheduled and ad-hoc reports in the state of Michigan's online grants management platform, EGrAMS.
- Manage the subgrant recruitment and disbursement process for \$10,000 subgrants to participating universities, including working with the CPO and CEO on obtaining signed memoranda of understanding.
- Remotely meet and consult with university staff and National Student Clearinghouse staff to serve as a liaison on issues relating to institutional implementation of the NSC RTS.
- Provide virtual trainings to university staff and faculty on the benefits of reverse transfer and how to integrate the NSC RTS into university reverse transfer policies and procedures.
- Virtually participate in meetings of the MASU Academic Affairs Officers committee and Registrars committee.
- Communicate regularly with university stakeholders on progress.
- Other related duties as assigned by the CPO and CEO.

Desired qualifications:

- Bachelor's degree or higher from a regionally accredited university.
- Extensive experience with student information systems, including querying and reporting. Prior experience in a registrar's office is a strong asset.
- Experienced project management history.
- Familiarity with student transfer policies and procedures.
- Grant management experience.

Timeline, Work Schedule and Work Format:

The intention is for the selected individual to begin in March 2026. Work hours will vary, with an average overall expectation of 40 hours per month/10 hours per week. The position is expected to be remote, although it is possible to arrange a hybrid work schedule with occasional time at MASU's Lansing, Michigan-based office.

Compensation:

This is a 1099 contractor position, ineligible for benefits or reappointment. The contract is for \$80,000 in total spread across the duration of the project, set to conclude by December 2027.

Application:

Send cover letter and resume to:

Dr. Mia Murphy, Chief Policy Officer

Michigan Association of State Universities

mmurphy@masu.org (preferred)

or mail to:

101 S. Washington Square, Suite 600

Lansing, MI 48893

Deadline: The receipt of indications of interest by **February 18, 2026** will be given full consideration.