Position Description

Position: **Graduate Program Support Coordinator** **DATE: 1/16/08**
Supervisor: **Senior Associate Dean for Research and Graduate Programs**
Reporting To: **Director of Graduate Studies of assigned unit**
Classification: **Student Personnel Coordinator #8463**
Position Number: **236197**
Number of Positions: **2**

Overview
This is a college position that has primary responsibility for the operational functions of the graduate programs and student services areas located within an assigned unit within CFANS. This individual reports to the Senior Associate Dean for Research and Graduate Programs, and works directly with the collegiate graduate program coordinator, department head, directors of graduate studies, chairs and directors of department programs in the areas of admissions, recruiting, registration, program management and graduation.

Recruitment 20%

- Develop informal recruitment approach during open house events and one-to-one visits.
- Meet with potential students from a variety of cultures and communities to identify interests
- Match students with program(s) that align with areas of interest
- Identify and provide opportunities for potential students to connect with faculty contacts working in their area of interest
- Provide content updates to program and college materials (e.g. brochures, websites, catalogs, etc.) in coordination with the CFANS Communications staff to update
- Promote CFANS related graduate programs at local/national recruitment events, including encouraging students from diverse backgrounds to apply to the programs
- Orient new faculty to graduate programs linked to CFANS

Admissions 20%

- Advise potential graduate students of proper admissions procedures; resolve problems
- Review applications for program-specific required materials as determined by the DGS
- Facilitate the application review process between the applicant and the program graduate faculty
- Communicate admit decisions electronically to the Graduate School using the admission appraisal form
- Maintain application files of students accepted by the program
- Facilitate Change of Status/Readmission process for current and former students
- Communicate with graduate faculty advisers with regard to admission decisions

Advising 20%

- Meet with current and prospective students from diverse communities and cultures with regard to a variety of advising issues
- Monitor expectations for degree-progress milestones (e.g., minimum coursework, GPA., exams, time limits) and ensure expectations have been met and review process has been completed prior to Graduate School review
- Advise graduate students in the policies and procedures of the University, Graduate School, department and federal requirements (e.g. data and records compliance, international student financial certification and visa procedures).
- Address student personal issues and provide referrals as appropriate.
- Facilitate FTE advanced standing process and review for eligibility; make recommendations to resolve issues.
- Monitor warning lists provided every semester by the Graduate School Data Office.

Program Support 40%

This position must be well versed with a variety of software, office procedures, university/program policy, and resources.

- Exercise independent judgment daily to ensure highly sensitive and confidential application and student data is communicated and managed appropriately.
- Analyze applicant, admission, registration, benchmark and graduation data for DGS, department, college administration, and student reporting
- Develop communications to students/faculty with regard to funding/fellowships, employment opportunities, milestone paperwork due/process, policies/procedures, warning lists
- Manage projects and proposals such as recruitment support and block fellowships, including recruitment efforts specifically designed to increase diversity in the program
- Develop and facilitate grant and fellowship nomination/award process
- Review, make recommendations, and process degree programs/petitions/waivers
- Facilitate Graduate School faculty appointments/process
- Participate in various meetings and workshops as they relate to graduate studies (such as policy/procedure, funding issues, diversity and equity issues, international student issues, etc.)
- Lead and coordinate program specific orientations and social functions
- Develop faculty/student adviser reports
- Maintain program databases as directed by the DGS

Required Qualifications

Bachelors degree plus one year of related experience or equivalent combination of relevant education and experience totaling five years; strong computer expertise in word processing, data management in a networked environment (includes spreadsheet or database design, developing data reports and preparing mail-merge letters); demonstrated experience and commitment to customer service; demonstrated experience working with students and serving their needs.

Preferred Qualifications

Experience in recruitment; experience in graduate program support; knowledge of graduate school admissions policies and procedures; demonstrated strength in communication and interacting effectively both orally and in writing to multiple individuals, e.g., students, faculty, department staff, and college student support offices and previous experience in student services. Experience working with students who require reasonable accommodation in their work and/or education. Experience in a multicultural setting and excellent communication and leadership skills with students from diverse backgrounds.