**Graduate Program Assistant**

# Position Summary

Position Number

TBD

Employment Group

Professional Temporary – University Staff

Job Code - Title

2582

Department Number - Name

Position Reports to Title

Position Reports To Position Number

Hiring Manager

City

Boulder

State

CO

Country

USA

# Job Summary

This temporary position is responsible for the administration of the undergraduate and graduate programs. This includes serving as the clearinghouse for rule, policy and undergraduate and/or graduate program changes and is responsible for informing faculty, staff and students of these changes as well as developing strategies to implement those changes.

Administration of the graduate student application and recruitment process is an essential function of the position including assuring that applications are complete for review by the admissions committee so that recruitment can be completed in a timely manner. The position advises students of admissions policies and information about the graduate program followed by planning and organizing graduate student recruitment weekends, extending offers, and tracking and documenting acceptances and rejections. New and continuing students are advised throughout the program and their progress is tracked. This position serves as the initial contact for inquiries, assisting with problems, and advising for completion of the program.

# Job Duties with Percentages

***Graduate Program Management and Administration – 20%***

* Maintain daily programmatic responsibilities for the department, coordinating procedures and policies between the Graduate School and the College of Arts and Sciences as well as with various other campus departments.
* Advise graduate students on admission, course work, degree requirements, University/department policies and regulations, critical deadlines, etc. Maintain graduate student records, track progress and provide reports to the department, College, Graduate School as required.
* Identifies student eligibility for achievements and awards. Coordinates with faculty to identify potential awards and applicants, notifies students, assists with provision of information about application processes and works with faculty to ensure that applications are complete.
* Drafts semesterly offer letters for Teaching Assistants, Resident Assistants and Graduate Program Teaching Instructors, etc. Implements all hiring processes, informs students about processes and procedures, and works closely with Campus HR Payroll Office to ensure smooth hiring process and resolve questions. Conducts work study and hourly hiring processes during academic year and summer. Tracks hours, funding distribution, and timesheet approvals. Tracks work study awards and funding distributions. In addition, nominates faculty and outside authorities for Graduate Faculty Appointments, which enables them to teach graduate level courses, sponsor Independent Study at the graduate level, and be committee members of defenses and examinations of individual students in the department
* Coordinate on-campus functions such as the new student orientation for incoming undergraduate and graduates, and graduate student teaching assistants. Keep students apprised of pertinent information for graduate education and career opportunities.
* Collaborates with Office Manager and Graduate Director to manage graduate program budgets including university fellowship and recruitment funds, department graduate program operating budget and gift funds. Processes travel-related payments and reimbursements, stipends, and awards for graduate students.
* Guide students who are nearing graduation with scheduling of thesis and dissertation defenses, submitting final Graduate School documents, and other requirements for graduation. Assist in organizing and conducting department commencement ceremony where applicable.

***Graduate Recruiting – 20%***

* Manage the administration of graduate recruiting with the faculty admissions committee and department support staff throughout the entire process. Advise faculty admissions committee chair and graduate director of potential or actual problems with graduate application processes and recommend solutions to enhance the recruitment process.
* Track electronic application files through faculty review and admit process. Determine/implement schedules and itineraries for graduate applicant recruitment visits to campus that are compliant with campus regulations and meet departmental budget requirements. Develop and disseminate visit itineraries for recruits with faculty and current graduate students. Submit official admissions documentation in a timely manner and handle all student correspondence regarding application requirements and admission decisions.

**Advising – 20%**

* Advises graduate students from the time they apply to the program to the time they graduate to ensure a smooth and positive experience over their tenure in the program, and to relieve the Chair and the Graduate Director of these duties. Monitor student enrollment each semester and provide information for A&S Student Request Analysis.
* Counsels students on rules, regulations, policies, programs and timeframes of the department and the Graduate School. Devises and develops strategies to resolve issues with appropriate actions including financial aid, housing, records, billing, graduation verification, enrollment verification, ineligible appointments, incorrect or late grades, etc. Petitions the University on behalf of individual students. Processes necessary student documents; special action forms, grade changes and degree paperwork. Serve as department drop/add coordinator.
* Meets with students and faculty as a group and on an individual basis to provide clear interpretation of rules, regulations and policies required by the college, Graduate School, Financial Aid and International Student and Scholar Services.
* Serves as a resource and directs students to ISSS, Counseling Services, etc. Follows up to ensure that students have correct and current information and know how to act upon it.

**Assessment and Information Management – 5%**

* Generate reports (enrollment statistics, student data tracking, data compilation) as requested for assessment of progress and general student tracking. Knowledge of COGNOS reporting in CU-SIS as well as update of departmental database used for ongoing surveys and University Fellowship applications.

**Process Improvement – 5%**

* Position works to expand information about program resources by collecting, interpreting and reporting data to evaluate admissions, recruiting, diversity planning, and funding processes and awards. Recommends modifications or improvements, based on analysis of operations, demographics, and other research information.This requires continuous development of new perspectives and skills to improve processes.
* The position will undertake a review of the webpages, compare with other departments on campus and across peer institutions, and evaluate for features such as scope of content, ease of use by domestic and international students, etc. Will require evaluative skills as well as ability to work closely with department personnel to better define objectives and goals.

**Other – 30%**

* Other duties as assigned.

# Minimum Requirements

* 2 years of experience in education program administration.

# Competencies/Knowledge, Skills, and Abilities

* Ability to work independently and with responsibility for initiating and completing tasks.
* Proficient computer knowledge and skills with Adobe Acrobat and MS Office applications, particularly with Outlook, Word, Excel, and Power Point.
* Ability to communicate effectively both orally and in writing, with a variety of professionals, administrators, and students.
* Demonstrated ability to work independently and assume responsibility for initiating and completing critical functions in the management of educational programs.
* Demonstrated ability to work effectively in a team and within other collaborative work situations.

# Preferred Qualifications

* A Bachelor’s Degree.
* 3+ years of experience in education program administration.

# Additional Details

## Funding:

Position Funding

|  |  |  |  |
| --- | --- | --- | --- |
| Speedtype | Distribution | Fund | Funding End Date |
| 00000000 | 100 | Name | N/A |

## Additional Attributes:

Percent of Time

Appointment Type

Temporary

Is this Position an Officer?

No

Is this Position a Campus Security Authority?

No

Is this Position Designated Essential Services?

No

Does this Position Operate a University Vehicle (HM)?

No

Is a Pre-Placement Physical Required?

No

Does this position have Export Control Requirements?

No

# Salary, Approvers and Recruitment

## Salary:

Requested Salary Range

$20-30/hr

## Approval Workflow:

Position Approvers

|  |
| --- |
| Perez, Tamara (Personnel Coordinator) |
| Unit Program Coordinator |
| Unit Chair/Director |
| Hammonds, Shelly (Director of Personnel) |