Degree Audit Coordinator

Job Code 00001115

General Description
Responsible for facilitating the implementation and continuing operation and enhancement of the degree audit reporting system.

Examples of Duties
Provide project management for the implementation and continuing operation of the degree audit reporting system.
Train staff in the proper use of the degree audit reporting system.
Ensure accurate and consistent encoding of degree requirements.
Assist university staff in identifying and resolving problems and discrepancies with degree outlines.
Provide error and disaster recovery support.
Assist in the development of policies and procedures that govern the degree outline production process.
Review and assess the impact of policy and/or procedural changes on DARS.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Software analysis, design and development.

Skill in: Preparing reports, letters, proposals, program and system specifications; working as a team member and establishing rapport with a variety of clients.

Ability to: Understand complex written job instructions; read and interpret technical manuals; understand employer's policy and procedure manuals; perform intermediate math; present technical and non-technical material to audiences.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements