Graduate Degree Audit Specialist

Job Code 50018593

General Description
Process Graduate College curriculum such as substantive-non-substantive proposals, program change requests, course forms, program documents, and maintain office records.

Examples of Duties
Process degree audit requests and clear candidates.
Review the Graduate College portion of the Commencement Program per the Provost Office guidelines each semester within their timeframe.
Completion Letters, Good Standing Letters, Anticipated Graduation Letters- generate as needed by requests from students or advisors.
Process Texas State certificate requests as they are received.
Assist prospective and current students, faculty, and staff with any questions or concerns by phone, email, or in person.
Review thesis-dissertation proposals and final copy submitted for the dean’s approval, document receipt of these items, notify student, and process any correspondence required.
Review and track doctoral forms submitted to the Graduate College.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations. Microsoft Office Suite; basic office protocol and etiquette.

Skill in: Communicating effectively with co-workers and prospective students; preparing clear, concise, grammatically correct materials with accurate information in a timely manner;

Ability to: Read and understand graduate program requirements; perform basic math; Meet deadlines while maintaining quality of work with continuous interruptions; type at moderate rate of speed with few errors

Educational Experience
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