

Sr. Graduate Degree Audit Specialist

Job Code 50018592

General Description

Provide accurate and skillful processing of graduate college curriculum such as proposals, program change requests, course forms, program documents, and office records. Compile information to ensure correct minors/cognates options with majors, review and process master's and doctoral audit petitions, thesis/dissertations, and degree candidates for graduation.

Examples of Duties

Process degree audit requests and degree audit change requests such as: course appeals, transfer of course work, time extensions, leave requests, and various other appeals requesting exceptions to degree requirements.

Evaluate transcripts for each candidate for graduation.

Inform students and advisors on degree program problems and options. Assist in resolving these problems.

Review out of state and county forms and ensure courses can be used toward graduation degree.

Review graduate college portion of commencement program per Provost Office guidelines each semester.

Attend commencement ceremony as assigned to work.

Write office correspondence regarding graduation and good academic standing requests for information.

Process Texas State certificate requests.

Review and document receipt of theses and dissertation submissions.

Review and track doctoral forms submitted to the graduate college.

Assist Dean and Associate Dean with recordkeeping of curriculum items as requested.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures; data entry and documentation procedures; graduate program requirements and options; student recording keeping and degree requirements.

Skill in: reading comprehension; interpretation of graduate program documents; clear communication with students, faculty and staff; courteous interaction with customers and coworkers in order to establish rapport, meeting deadlines.

Ability to: prepare correspondence, reports, publications and other documentation with accuracy; perform basic math; efficiently use Microsoft office.

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