

Spec. Code: 4798
Occ. Area: 03
Work Area: 000
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 04/01/08
Last Action: Rev.

GRADUATE SCHOOL SPECIALIST

Function of Job

Under administrative direction from a designated supervisor, to provide highly specialized consultation in the area of policy interpretation and procedural applications within a university graduate school; to recommend to principal administrators and constituents appropriate action relative to such policies and procedures; and to serve as a professional specialist in graduate program/curriculum review.

Characteristic Duties and Responsibilities

1. provides insight and recommendations to the university community concerning all areas of graduate school policies, procedures, and curricula
2. serves as consultant/advisor to administrators concerning development and implementation of policies and procedures; advises or coordinates advisement of graduate students and faculty relative to policies and procedures
3. advises/assists in problem resolution concerning students, programs, academic department policies, or graduate school policy; monitors and follows-up on special or unusual problems and situations
4. reviews all graduate curricula and curriculum proposals for content, feasibility, and acceptability; recommends action
5. coordinates publication and revision of reports, brochures, guides, and catalogs containing graduate school policy and procedures; communicates changes/updates as necessary via meetings, workshops, mailings, etc.
6. may serve as board/committee member as liaison for the graduate school; may represent the principal administrator at meetings, conferences, etc.
7. consults with representatives of other departments of the university (such as financial aid office or registration), as well as representatives from outside universities, in order to implement graduate programs effectively
8. may supervise professional and/or clerical staff; reviews and evaluates as necessary; coordinates and supervises special projects
9. performs other related duties as assigned

Minimum Acceptable Qualifications

1. Any one or combination totaling six years (72 months) from one of the categories below:
 - (a) progressively more responsible work experience related to directing/administering graduate programs, including policy interpretation, advisement of university officials, advisement of students, and implementation of policies and procedures
 - (b) college course work leading to a major in any field
 - Bachelor Degree equals 3 years (36 months)
 - Master's Degree equals 4 years (48 months)

Please note: Prior experience as a graduate level faculty member qualifies an individual for this position.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of typical policies and procedures required for the completion of graduate degrees
2. effective oral and written communications skills
3. ability to operate an office computer to access information from a database/mainframe
4. ability to apply critical reasoning skills and exercise independent judgment in applying policies and resolving problems
5. ability to organize workflow and delegate work as needed
6. ability to supervise and lead; ability to build teams and establish goals
7. ability to work under pressure and manage deadlines