Title: Coordinator, College Graduation and Certification

Pay Scale Group: 62

Essential Function

Coordinate undergraduate and/or graduate student program requirements, coursework documentation, certification, and graduation for a college; assist supervisor with functionally supervising office staff.

Characteristic Duties

1. Coordinate undergraduate and/or graduate student coursework information; reviews completed courses, progress, and program requirements with student; post student information to program sheets; analyze, evaluate, and recommend coursework substitutions; contact students to resolve coursework problems.

2. Certify students for graduation eligibility; coordinate graduation applications with student records; verify honor student and graduation listings and information; respond to inquiries and requests for information regarding graduation (e.g., process, grades, registration, forms and documentation, etc.).

3. Independently perform administrative and clerical work; compile data and/or statistical reports; distribute and collect class and grade lists; supervise records retention; initiates correspondence.

4. Provide functional supervisor over office staff.

5. Serve as a liaison with students, faculty, staff, and other offices to ensure deadlines are met and forms are completed and processed.

6. Supervise student workers; attend meetings for supervisor and disseminate information.

7. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma/GED plus: one year of records management experience with concentration in academic environment; six months secretarial training or experience; three months training in office practices. Must be able to type 30 words per minute.

Last updated: November 1990