Title: Coordinator, Graduate Admissions, Registration and Certification

Pay Scale Group: 28/62

Essential Function

Coordinate registration, admissions, and certification processes for all non-medical graduate students; advise college contacts and graduate program directors in the same.

Characteristic Duties

1. Coordinate registration, admissions, and certification processes for all non-medical graduate students; advise college contacts and graduate program directors in the same.

2. Initiate correspondence; enter data; maintain records; provide other clerical support assistance as required; compile data and generate reports.

3. Provide functional supervision for office staff in activities related to registration, admissions and certification process.

4. Coordinate details of hooding and other graduation ceremonies.

Unusual Working Conditions

- N/A

Minimum Qualifications

- Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: six months clerical experience and four months training and/or experience in supervision or equivalent.