



Job Specification

Job Title: Degree Program Assistant
BCAT Code: 510X CA
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Assists with the audit of student records and degree requirements for graduation purposes.

Examples of Duties

- Compares transcripts of courses with school degree requirements and prepares evaluation form listing courses for graduation.
- Audits and monitors the successful completion of all academic course work and examinations necessary for graduation.
- Computes grade point averages to establish student's qualification for graduation.
- Determines honor status of students.
- Notifies students of graduation status and unfulfilled requirements.
- Refers students with academic discrepancies to appropriate department personnel for further action.
- Enters graduate application data into computer.
- Audits degree records for undergraduates and graduates in various colleges.
- Assists students and others concerning graduation requirements and procedures in person and on the telephone.
- Types list of degree candidates and submits it for approval.
- Posts list of graduating seniors each quarter.
- Requests parking passes for special guests for commencement ceremony.
- Directs and assists students, faculty and others on day of commencement with various arrangements.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic computer operation and software.
- Knowledge of office policies and procedures.
- Knowledge of campus policies and procedures as they pertain to graduation requirements.
- Effective time management skills.
- Effective organizational skills.
- Proofreading skills.
- Ability to communicate effectively in writing and orally.
- Ability to work flexible hours when needed.
- Ability to prioritize work assignments and work under general supervision.

Minimum GSU Hiring Standards

High school diploma or GED and one-year administrative experience. Experience scheduling special events and activities preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.