



Job Specification

Job Title: Degree Program Specialist
BCAT Code: 510X GL
Pay Grade: G12

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

General Description

Performs degree audits for graduating candidates, and assists the director of the commencement office.

Examples of Duties

- Reviews application forms and inputs graduation data into data system.
- Performs academic audits all degree candidates.
- Reviews departmental recommendations to ensure compliance with applicable policies and procedures.
- Mails appropriate letter of degree completion to graduating students.
- Advices students on academic deficiencies.
- Serves as liaison to various government agencies.
- Acts as liaison between applicants and departments during the review process.
- Assists with commencement ceremonies.
- Awards and maintains degrees.
- Scores examinations and reports results to appropriate persons.
- Assists with athletics eligibility statistical reporting.
- Researches alumni academic programs.
- Supervises student assistants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of admissions policies and procedures.
- Knowledge of basic computer operation and software packages (Microsoft Office, Banner).
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree; or a high school diploma or GED and four years administrative experience; or a combination of education and experience.

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.