AUBURN
Human Resources

# Dir, Graduate Matriculation

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AD65 |
| Job Description Title | Dir, Graduate Matriculation |
| Pay Grade | SR13 |
| Range Minimum | $76,920 |
| 33rd % | $97,430 |
| Range Midpoint | $107,690 |
| 67th % | $117,950 |
| Range Maximum | $138,460 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 105 Graduate Studies |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Student Resources |
| Job Function: | Academic |

## JOB SUMMARY

Directs and oversees the development and maintenance of operations facilitating and supporting the Office of Graduate Matriculation, as well as being responsible for ensuring matriculation requirements are met for all enrolled students for graduate programs as well as overseeing the graduate matriculation staff.

## RESPONSIBILITIES

- Manages the matriculation area, including matriculation and graduation decisions, processes, and all matriculation and decision communications.
- Administers graduate student matriculation information records data and reporting to include advisement to Colleges, Graduate Program Officers, and administrative staff members responsible for matriculation processes within departments.
- Serves as the administrator for the Graduate School's curriculum requirements. Active member and advisor on the Graduate Council Curriculum Committee and Graduate Council.
- Communicates with students and serves as a matriculation liaison for students, Graduate Program Officers, and leadership across campus.
- Recommends and develops policies and guidelines related to program and course curriculum. Implements subsequent policies and procedures pertaining to the matriculation of AU graduate students.
- Communicates with students and serves as a matriculation liaison for students, Graduate Program Officers, and leadership across campus. Provides experienced overall guidance to ensure all policies and procedures are followed.
- Advises graduate students, both international and domestic, with matriculation processes, including the processing of committee selection forms, transfers, exceptions, examination approvals, certificate of completions, graduation applications, thesis / dissertation submission documentation, and other processes and approvals.
- Conducts training and supervises Graduate School advisors to ensure standardized protocols are followed.
- Provides guidance to faculty, staff, and graduate students on proper matriculation procedures and processes as well as other inquiries. Conducts training sessions for Graduate Program Officers and administrative staff members responsible for matriculation processes within departments.
- Primary contact for administrative support for graduate commencement programming, scheduling, and honor award notifications.
- Serves as a subject-matter expert and representative of the Graduate School in matriculation matters and communications with faculty, administrators, and current students.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Master's Degree | No Specific degree | and | 7 years of | Experience in Graduate School matriculation policies and procedures, programmatic scribing, and maintenance of student records in Banner and DegreeWorks. | |

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| Substitutions Allowed for Education | Yes |

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of academic/business operations. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | | X | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.