
Auburn University Job Description

Job Title: **Mgr, Graduation and Alumni Certification** Grade SR09 \$45,100 - \$72,200
Job Code: **AD78**
FLSA status: Exempt
Job Family: Student Resources
Job Function:

Job Summary

The Manager of Graduate and Alumni Certification is responsible for managing the graduation team within the Office of the Registrar. Coordinates and supervises all degree-awarding and eligibility checks, degree verification processes, diploma applications and orders, and web page updates. Directly coordinates with other offices that rely on the registrar's office for accurate data, lists, and updates (institutional research, advising units, all of our vendors, career services, the graduate school, etc.).

Essential Functions

1. Monitors the requirements for students pursuing graduation including (but not limited to) ensuring appropriate hours are completed and minimum GPA achieved, assessing holds, and coordinating outreach with academic units to verify that graduation requirements have been met.
2. Manages and coordinates graduation team processes and reports including (but not limited to) diploma application forms, web page updates, diploma orders, memos and reports, commencement programming and lists, degree verifications, and graduation statistics.
3. Coordinates and partners with key campus units inside and outside the Office of the Registrar including (but not limited to) admissions, academic events (commencement), the pathway and transfer center, the graduate school, career services, and institutional research.
4. Evaluates and posts information to academic records to include (but not limited to) designating honors and posting degrees, majors, and minors.
5. Coordinates the Office of the Registrar assistance with commencement ceremonies.
6. Coordinates, in conjunction with Associate Registrar, the graduation team's needs and partnerships with external companies and organizations that provide diplomas, transcripts, verifications, and other needed products and services.
7. Contributes as a member of the graduation team.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	No Specific Discipline
Experience (yrs.)	5	Experience in a registrar's office, working with academic records/verifications, or closely related work. Prior experience should demonstrate increasing levels of responsibility to include some supervisory or team-lead experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of federal, state, and higher education accreditation agencies' policies and procedures.
Knowledge in data reporting, analytics, and integrity.
Knowledge of RFP process preferred.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires .

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/12/2023
