

**University Staff
Description & Job Ad Template**

***Academic Services Professional, Open-Rank Entry to Intermediate
Working Title Biomedical Science and Biotechnology (BSBT) Academic Services Professional
Graduate School
Position # 00701225
FTE:0.5***

Jobs in this career family provide direct professional support for the teaching and/or educational service mission of the university. Functions include academic advising/counseling, student personnel administration, recruitment and admissions, registration, financial aid, faculty affairs, library services, curriculum administration, and others involving direct support of the educational mission of an academic unit.

Professionals at the entry and intermediate level are responsible for exercising discretion, analytical skill, personal accountability, and responsibility in a wide range of areas including academic, administrative, managerial and student services functions. Work involves creating, integrating, applying and sharing knowledge directly related to a professional field.

At the entry level, duties are limited in scope and are performed with guidance and direction from other professionals and are performed in a training and development capacity.

At the intermediate level, duties may be more limited in scope and are performed with guidance and direction from other professionals.

Nature of work:

This position supports the CU Anschutz Biomedical Science and Biotechnology (BSBT) Professional STEM Master's Program and its affiliated certificates. Reporting directly to the BSBT program director and working alongside the Graduate School team, this position will support BSBT processes around admissions, matriculation, and student progress. Student guidance and advising is a large part of this role. Effective communication and relationship building are necessary skills for this position.

Supervision Received: BSBT Director

Supervision Exercised: None

Management of Graduate and Certificate Programs

- This includes the Biomedical Sciences and Biotechnology Professional Science Master's Program and its associated graduate certificates and tracks, which are housed and supported by the CU Anschutz Graduate School.

Admissions: 10%

- Working with the Graduate School academic services team, ensure the BSBT admissions committee receives and reviews application materials and submits the required review forms.
- Facilitating scheduling of applicant interviews. Leading communicate with applicants regarding requirements and deadlines, interviews, and admission decisions.

Student guidance and advising: 10%

Updated July 2023

- Serve as the main point of contact for program inquiries from current and prospective students.

Student Progress: 20%

- Prepare documents for credit transfer, permission forms, grade changes, leaves of absence, program transfer, and program withdrawal.
- Track student progress and completion of program requirements.
- Work with the Graduate School academic services team to manage Graduate Faculty Appointments and submit graduate school forms.

Course Management and Scheduling: 20%

- Oversee course creation, registration, and learning management system (Canvas).
- Reserve classrooms and arrange technological and facilities support services where needed.
- In collaboration with the program director, support course instructors, directors, and teaching assistants.
- Track and update course directors and instructors for courses each semester, ensuring that course directors have been confirmed and scheduled before the start of the semester.

General Program Administration: 40%

- Ensure BSBT course requirements and electives are updated and accessible for current and prospective students.
- Oversee and manage the program email account, ensuring timely responses to inquiries and questions.
- Ensure compliance with Graduate School admissions, student progress, and graduation policies and procedures.
- Organize, schedule, and host program events such as orientation, program meetings, and social events.
- Communicate program website updates to Graduate School program manager.
- Review and edit program resources such as the program handbook, course guides, and canvas courses.

This description is a summary only and is describing the general level of work being performed, it is not intended to be all inclusive.

Minimum Qualifications Entry level:

- A bachelor's degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution.

Substitution: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Minimum Qualifications Intermediate level:

- A bachelor's degree in education, psychology, business, public administration, health care, educational technology, social science, liberal arts, communications, accounting, finance, library science, or a directly related field from an accredited institution.
- 2 years experience working in Academic Affairs or administration at a higher education institution

Applicants must meet minimum qualifications at the time of hire.

Preferred Qualifications:

- Experience in higher education.

Knowledge, Skills and Abilities:

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Ability to guide, direct, and advocate for students in the BSBT program.