

Academic Services Professional (to be filled)

Supervisor: Teresa Bauer-Sogi

Responsible for overseeing the certificate and non-degree student admission and matriculation process. Collaborate with students, faculty and staff in the review of exam/defense progression forms, ensuring adherence to appropriate policies and procedures.

Admissions/Matriculation Process

- Evaluate academic records of incoming students, for accuracy, completeness, and compliance with University/Graduate School standards.
- Enters data from incoming students into Access and other platforms.
- Updates and maintains accurate and reliable trainee data in electronic filing system and database.
- Assist with ensuring Graduate School's program guidelines and graduate school requirements are observed as it applies to student admission.
- Processes background checks in HireRight and evaluates need for further review by Director of Academic Services.
- Generate and research reports from various data sources to ensure accuracy in data entry and reporting of statistical information.
- Review, approve and process basic science non-degree student applications/registration. Central point of contact for campus non-degree questions/issues.
- Evaluate academic records and matriculate incoming certificate students.
- Monitor and resolve enrollment issues for non-degree and certificate students.

Student Progress

- Review, processes and data enters all student progression materials (applications, degree audits, and exam requests) and distributes forms and reports related to student comprehensive exams and thesis defense.
- Assist students, staff, and faculty with exam/defense and student progression questions
- Exercises a high-level of discretion regarding confidential information (knowledge of educational data).
- Provides unparalleled student service through assistance regardless of the source/origin of the question and leveraging campus-wide relationships and institutional knowledge to make effective warm handoffs
- Maintain electronic student files/records.

Administration

- The Academic Services Professional (ASP) works with the Acting Director of Academic Services and Graduate School staff, providing clerical and administrative support in a varied array of areas.
- Represents the Graduate School and the interests of GS constituents in various meetings and committees (e.g. Registrar Advisory Committee) for the purpose of implementing and/or maintaining efficient and consistent services for students and programs.
- Assists with Graduate School events, including graduation, orientation, receptions, and luncheons
- Provides administrative back-up support as needed.