**Justin Brown**
**Principal Professional of Application Technology and Program Support**
**Supervisor: Kristine Sikora**
**Supervisory: Student Assistant**

The Principal Professional Application Technology and Program Support at the University of Colorado Anschutz Medical Campus Graduate School works directly with the Associate Dean of Communication and Marketing to assist with the management of application and CRM systems, processing of graduate application materials, analysis and tracking of admissions data, and administrative support of graduate programs and certificates administered by the Graduate School.

The Principal Professional of Application Technology and Program Support will serve as the main point of contact for the Slate application system and provide supplemental support to select graduate programs, contributing to the Graduate School's goals around increasing and improving graduate program enrollment and elevating the national and international reputation of the programs and University.
The Principal Professional of Application Technology and Program Support will stay up to date on campus policies, application technologies, and admissions guidelines and work with all Graduate School units to assist in serving as a centralized resource for graduate programs and students. Assist with administrative support of Graduate Programs, Certificates and Academic Services.

**Key Responsibilities**
Leadership and Advocacy
- Serve as the main point of contact for graduate application processes and technology to ensure graduate program compliance with school, campus, and state admissions policies.
- Represent the Graduate School on committees related to international admissions, Slate application and governance, and admissions processing.
- Assist with developing and managing tools, events, and advising processes to ensure a smooth and transparent application process for prospective students.
- Advise graduate program staff and faculty on Slate application policies, procedures, and best practices.

Management of Application and CRM Systems
- Assist programs with developing Slate application mailings to track and communicate application status and decisioning.
- Create, update, and disseminate Slate and admissions training documentation to Slate users.
- Advocate for the development or adjustment of Slate elements to accommodate CU Anschutz graduate program needs.
- Resolve data import issues in CU SIS and Slate.
- Processing of Graduate Application Materials and Data Analysis
- Oversee and assist with the uploading and processing of application materials received by the Graduate School office such as transcripts, test scores, and other documents.
- Oversee and administer the Slate application fee waiver process.
- Assist with program admissions data analysis by providing training and guidance around creating and managing Slate and CU-SIS queries.
- Collaborate with graduate programs to ensure application and admissions data is recorded and tracked appropriately in the university systems.

Administrative Support of Graduate Programs, Certificates and Academic Services

- Provide high-level administrative support to developing and affiliated - graduate programs that do not have a PA which may include assisting with editing Canvas courses, compiling and managing student data and degree progress, helping to resolve academic concerns, grade and enrollment changes, preparation of application packets and compiling of committee reviews, troubleshooting application issues, and fielding general program inquiries.
- Support and coordinate with both the recruitment and student progress teams to help ensure a seamless process from inquiry up to graduation.
- Maintain program curriculum proposals and catalog updates, including the interface with CU-SIS and building new courses.
- Attend program events or meetings related to admissions, application, and student onboarding.
- Serve as one of the points of contact for current students looking for specific campus resources.
- For programs required to submit reports for accreditation, assist with tracking deadlines and preparing data and forms for reports.