AUBURN
Human Resources

Mgr, Graduate & Online Programs

Job Description

JOB INFORMATION

Job Code	AC18
Job Description Title	Mgr, Graduate & Online Programs
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Reporting to the Director, Graduate and Online Programs, this position assists in the management and administration of the online and graduate accounting programs offered through the School of Accountancy. Directly responsible for managing student services, which includes advising potential students on the application process; communicating with current students and alumni; and maintaining student records.

RESPONSIBILITIES

- Manages the online and MAcc application process in the School of Accountancy. Advises prospective and current students with academic related issues such as program policies and procedures, application process, and program logistics. Advises online and MAcc students with course load, study habits, course scheduling, academic action, and problem resolution. Manages communications with students; addresses concerns and problems. Ensures that all student and faculty needs are met quickly and efficiently with great attention to detail and sensitivity.
- Manages the plan of study process for undergraduate online students. Directly responsible for ensuring online students are properly registered and their plans of study are continuously reviewed and updated. Ensures new students complete the Canvas orientation and answers questions. Conducts graduation audits for online and MAcc students.
- Manages the departmental Salesforce activities that include data input and report extraction of student records. This includes but is not limited to, coordinating input of data, evaluating transcripts, compiling student applications, and generating reports for accreditation purposes as well as program administration requests.
- Provides full operational management and oversight to a wide range of special events which include, but are not limited to, the MAcc Leadership Summit, annual Accounting & Auditing Summit, SOA Alumni & Friends Tailgate, Advisory Council meetings, SOA Awards banquet, and other SOA events. Manages the programming, contract and vendor management, logistics, décor, catering, communications, etc. Oversees the School of Accountancy event schedule and calendar to ensure accuracy.
- Responsible for managing vendor relationships, to include ensuring proper processes and procedures are followed, and budgetary needs are met.

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

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

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	
Bachelor's Degree	Degree in discipline related to program.	and	5 years of	Experience with university admissions, recruitment, and advisement of non-traditional online undergraduate and graduate Accounting students. Experience using contact management systems and databases. Extensive experience with event planning. Experience working with vendors, to include vetting and project coordination.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting certifications and CPA Exam requirements.	
Knowledge of fundamental concepts, practices, and procedures related to student services in higher education.	
Ability to communicate effectively to students, faculty, and staff.	
Working knowledge of purchasing guidelines and procedures within a higher education setting.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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	
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		