AUBURN
Human Resources

Mgr, Graduation & Alumni Certification

Job Description

JOB INFORMATION

Job Code	AD78
Job Description Title	Mgr, Graduation & Alumni Certification
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

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.).

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Evaluates and posts information to academic records to include (but not limited to) designating honors and posting degrees, majors, and minors.
- Coordinates the Office of the Registrar assistance with commencement ceremonies.
- 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.
- Contributes as a member of the graduation team.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	No Specific Discipline	and	5 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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				

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