



### JOB INFORMATION

Job Code	AA09A
Job Description Title	Advisor I, Grad School Svcs
Pay Grade	SR05
Range Minimum	\$35,390
33rd %	\$40,110
Range Midpoint	\$42,470
67th %	\$44,830
Range Maximum	\$49,550
Exemption Status	Exempt
Approved Date:	4/6/2021 3:22:54 PM
Legacy Date Last Edited	11/10/2022

### JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

### JOB SUMMARY

Advises and counsels students concerning graduate school and graduation planning and processes.

### RESPONSIBILITIES

- Assists graduate students with admission and/or graduation process to include process protocol, dissertation/thesis submission and approval, and required documentation.
- Reviews and edits for format thesis and dissertations submitted for approval.
- Processes graduate school forms and requests for graduation and admission.
- Provides administrative support to include assisting in commencement program preparation, ensuring graduate student manuscripts are bound and microfilmed for archiving, and updating transcripts.
- May process general and final defense exam requests and transcribe results to transcripts.
- Organizes and assists with special events.
- Represents the Graduate School to committees and the public.
- Advises faculty and administrators regarding policies and programs.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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### 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 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 Education or related field	And	0 years of	Experience in advising and/or coordinating services related to the student admissions and/or graduation requirements and processes	

Substitutions Allowed for Education: Yes

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## 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.