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## Auburn University Job Description

Job Title: **Dir, Graduate Matriculation**

Job Family: No Family

Job Code: **AD65**

Grade SR13 \$70,000 - \$126,000

FLSA status: Exempt

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### Job Summary

Directs and oversees the development and maintenance of operations facilitating and supporting the Office of Graduate Matriculation, as well as being responsible for ensuring matriculation requirements are met for all enrolled students for graduate programs as well as overseeing the graduate matriculation staff.

### Essential Functions

1. Manages the matriculation area, including matriculation and graduation decisions, processes, and all matriculation and decision communications.
2. Administers graduate student matriculation information records data and reporting to include advisement to Colleges, Graduate Program Officers, and administrative staff members responsible for matriculation processes within departments.
3. Serves as the administrator for the Graduate School's curriculum requirements. Active member and advisor on the Graduate Council Curriculum Committee and Graduate Council.
4. Communicates with students and serves as a matriculation liaison for students, Graduate Program Officers, and leadership across campus.
5. Recommends and develops policies and guidelines related to program and course curriculum. Implements subsequent policies and procedures pertaining to the matriculation of AU graduate students.
6. Communicates with students and serves as a matriculation liaison for students, Graduate Program Officers, and leadership across campus. Provides experienced overall guidance to ensure all policies and procedures are followed.
7. Advises graduate students, both international and domestic, with matriculation processes, including the processing of committee selection forms, transfers, exceptions, examination approvals, certificate of completions, graduation applications, thesis / dissertation submission documentation, and other processes and approvals.
8. Conducts training and supervises Graduate School advisors to ensure standardized protocols are followed.
9. Provides guidance to faculty, staff, and graduate students on proper matriculation procedures and processes as well as other inquiries. Conducts training sessions for Graduate Program Officers and administrative staff members responsible for matriculation processes within departments.
10. Primary contact for administrative support for graduate commencement programming, scheduling, and honor award notifications.
11. Serves as a subject-matter expert and representative of the Graduate School in matriculation matters and communications with faculty, administrators, and current students.

### 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.

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*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	No Specific degree
<b>Experience (yrs.)</b>	7	Experience in Graduate School matriculation policies and procedures, programmatic scribing, and maintenance of student records in Banner and DegreeWorks.

#### **Substitutions 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:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of academic/business operations.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires standing, reaching, and lifting more than 100 pounds.

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

Date: 11/10/2022

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