

ACADEMIC PROGRAM COORDINATOR I

Abbreviation:	Grade:	Union:	FLSA:	Code:	Job Group:
ACADEMIC PROGRAM COORDINATOR I	11	CTU	N		

CLASSIFICATION: ACADEMIC PROGRAM COORDINATOR I

Basic Function

Coordinating the administrative functions for post-graduate academic programs including initial admissions, academic progress, employment, records maintenance, monetary disbursements, academic advising, and graduation.

Characteristic Duties and Responsibilities

- Oversees general office operations in the graduate office and performs a wide variety of clerical and administrative tasks for the department.
- Prepares and arranges student materials for the admissions decisions, student acceptance packages and the enrollment process.
- Assists the Admissions Chair in providing guidance, direction and training related to graduate school and university policies regarding the use of the online admissions database.
- Serves as a liaison with students, faculty, staff, parents, alumni and other important constituents to answer questions on behalf of the graduate programs.
- Coordinates, initiates, prepares, processes and monitors admissions reports, schedules and other related items.
- Maintains academic and personnel files and graduate student database(s).
- Compiles information from manual and computerized records for reports and responses to specific requests from staff and other university personnel.
- Informs students regarding assistantships, graduation, registration, and university and department policies.
- Maintains and initiates records of funding awarded to students for assistantships and conference and research fellowships.
- Provides oversight and/or arranges for department travel and prepares reimbursements.
- Oversees the implementation of new material for department website(s) and student handbook.
- Performs and assist with other duties as assigned.

Communication/Interpersonal Relationships

Interacts with:

- Deans/Directors - in order to receive assignments, coordinate schedules and exchange information.
- Supervisor/Office Staff - in order to receive instruction, verify information and provide requested materials.
- Faculty/Staff/Students/Public - in order to exchange information and assist in problem solving.
- Co-workers - in order to assist in the completion of duties.
- University Departments - in order to exchange information and coordinate jobs.
- Outside Agencies/Institutions - in order to order services or provide requested materials or information and to verify information.

Responsibility for the Work of Others

Lead worker over regular and student employees.

Responsibility for Health and Safety of Others

No assigned responsibility.

Impact on Programs/Services/Operations

Errors in the accuracy of collected or distributed data could cause incorrect decisions to be made by departments, University officials and/or external agencies, including budget allocations, and grant approvals. The quality of the work performed reflects upon the image of the Department, its staff, and the University as a whole.

Work Environment

Standard office environment. The job requires moderate physical effort and involves sitting in one position and viewing a computer screen 26-75% of the time.

Education/Experience

The job requires: knowledge equivalent to that which normally would be acquired through the first two or three years of college, such as an Associate's degree in business, education, higher education, psychology, business or a related field which corresponds to the area of employment; one to three years of related and progressively more responsible or expansive work experience in university/college/academic admissions or related administrative position; or an equivalent combination of education and experience.

Additional Requirements

1. May require valid vehicle operator's license where needed to perform duties of the position.
2. Other skills and/or physical abilities required to perform duties of the position.
3. This position requires, or will require prior to the completion of the probationary period: knowledge of basic personal computer terminology and operations, and the ability to use e-mail and the Internet.

"This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty."

Date: 04/2015

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