



<b>Job Title</b>	Director, Graduate Affairs	<b>Job Code</b>	ES0133
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Enrollment Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Admissions

**Job Family & Subfamily Summary**

**Enrollment Services Professionals** participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

**Admissions Professionals** recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

**Job Summary**

Oversees the college’s Office of Graduate Affairs to provide support of graduate, advanced and alternative certification students.

**Representative Duties**

**1.**

- Coordinates the graduate admissions, registration, advising and recruitment processes for graduate and advanced graduate students
- Performs presentations and academic advisement and recruitment processes for graduate and advanced graduate students
- Provides recommendations and assistance to academic unit leaders, program directors, faculty, staff, and students on university and college academic policies and procedures
- Implements college policies to ensure maintenance of university and college accreditation standards
- Serves ex officio to the Graduate Standards and Curriculum committee and the Graduate Admission and Retention Committee
- Acts as college’s representative to university committees and activities associated with graduate student services

**2.**

- Provides faculty with timely information related to changes in academic advising information
- Provides training programs and staff development for the college’s academic units and the graduate affairs staff
- Ensures students are properly informed of degree requirements, policies and academic standing
- Maintains student records in an organized and accurate manner
- Administers the fiscal matters of the Graduate Affairs Office
- Supervises all graduate affairs staff and conducts routine staff meetings
- Serves on search committees and on the college’s Impact, Performance, and Visibility Task Force

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of leadership experience with a Master's Degree 3+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**