



<b>Job Title</b>	Graduate Student Services Coordinator	<b>Job Code</b>	ES0122
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	15
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Enrollment Services	<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**

Advises graduate students, process agreements and contracts, process program of studies, coordination of graduate student events, maintain students' files and prepare for graduation, processes application packages.

**Representative Duties**

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- Provides support to prospective and current graduate students, independent of the graduate coordinator
- Coordinates student events and orientations
- Prepares and processes GTA/GRA agreements and course assignments
- Generate spreadsheets
- Processes graduate application packages and update databases accordingly
- Prepares and verifies program of study forms and advisement to MS and PhD students
- Processes eforms and verifies GPS requirements for graduation requirements
- Schedules room reservations per student's request
- Compiles and updates student enrollment data and records
- Serves as initial contact to graduate students including in person and via email and phone during scheduled appointments or walk ins
- Collaborates with graduate coordinator, chair and faculty to facilitate and improve services to students
- Supervises graduate student assistants
- Attends and organizes Graduate Committee Meetings

<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>		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's degree		
<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.**