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| Job Title | Manager, Academic Program | Job Code | AA0427 |
| Pay Plan | A&P | Pay Grade | 17 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Academic and Program Management | Union Code | 0 |
| | | Subfamily | Academic Services |

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Services Professionals provide services and support for operations of academic programs.

Job Summary

Ensures staff provides students, staff, and faculty support and service in recruitment/orientation, registration, financial assistance, program progression, and degree certification.

Representative Duties

1.
 - Runs, analyzes, and prepares various periodic reports throughout the student lifecycle
 - Monitors and ensures all requirements are met and communicates with students
 - Pre-certifies all students, who intend to graduate
 - Coordinates the College’s Graduate Awards Competition
2.
 - Creates interactive templates for all programs and tracks
 - Reviews and approves all departmental submitted eForms for meeting university and degree requirements
 - Advises students, faculty, and staff members about graduate policy
 - Changes eligible provisional and restricted graduate students to regular admissions standing
 - Reviews and edits the graduate catalog copy for the college
 - Processes thesis and doctoral committee forms
3.
 - Monitors the general email account and responds to inquiries
 - Maintains the Pre-Screening System for potential applicants
 - Attends recruiting events as the college’s representative
 - Prepares recruiting materials for potential students
 - Coordinates the college’s BS to MS Program via recruitment, admission, basic advising, continued eligibility, and application waiver processing efforts
 - Creates and maintains the college’s Override and Graduate/Undergraduate Special Registration Forms

| Education, Experience, Skill Requirements | | |
|--|-----------------|------------------|
| | Required | Preferred |
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 4+ years of relevant work experience | | |
| Additional Requirements | | |
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| Physical/Environmental Demands |
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| Standard office environment with no unique physical demands |

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.