



Job Title	Thesis/Dissertation Coordinator	Job Code	AA0412, AA0413
Pay Plan	A&P	Pay Grade	15
Union	Non-Union	FLSA Status	Exempt/Non-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

Supports graduate students through their entire thesis and dissertation process. Informs students, faculty and staff of necessary information and coordinates related program(s). Provides data reports containing relevant information.

Representative Duties

1. Student Support

- Evaluates and approves thesis/dissertation documents for format review and final submission to state and institutional repositories
- Composes detailed instructions related to the thesis/dissertation process
- Advises students, faculty, and staff about policies and procedures
- Conducts instructional workshops for students
- Maintains the Thesis and Dissertation Web course(s)

2. Graduate Studies

- Plans and presents workshops
- Coordinates events for the College of Graduate Studies

3. Administrative

- Produces and distributes surveys and reports of survey data
- Retains records and resolves record issues

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's Degree	Master's Degree
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		
Relevant experience, knowledge, and skills desired for this role include strong oral and written communication skills, proficiency with Microsoft Office programs (Word and Excel), time management and organizational skills.		

Physical/Environmental Demands

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.