



I. POSITION IDENTIFICATION

University Title: Graduate Assistant for Degree Compliance

Department: Graduate School

Number of Positions: 1

Position is: Part-Time

If performance meets expectations, this role will be transitioned to a full-time (16 hrs/wk) basis beginning on January 2nd, 2025.

Compensation: Monthly Stipend. Tuition waiver up to 5 credits. Partial fee waiver

Agreement Period: Fiscal Year (July 1, 2024 – June 30, 2025)

Supervisor: Brendan Price

Title: Degree Compliance Specialist

Phone: 970-351-1803

II. POSITION SUMMARY

This position provides support to the Degree Compliance Specialist in the Graduate School. Essential functions include but are not limited to implementation of Degree Works, including catalog review and auditing, data collection, preparation of materials for faculty meetings, awareness of graduate school policies and practices, review of data sets, data entry and graduation functions.

Other Conditions of Employment

- Must be currently enrolled and in good standing in a graduate program at the University of Northern Colorado.
- Must maintain FERPA rights and confidentiality of students.
- GPA of 3.0 or above
- Enrolled in at least three credits

III. DUTIES & RESPONSIBILITIES

- Assist staff in the area of Degree Compliance and Graduation
- Update compliance forms and manuals
- Data entry for all compliance functions
- Provide support in implementation of Degree Works
 - To include processing of course adjustments
 - To include auditing and review of Scribe + Graduate Catalog

- Attend and support student orientations, commencement fairs and additional Graduate School events as needed
- Collaborate with other academic units around campus to optimize degree compliance effectiveness
- Engage in commencement communication, planning, and ceremony participation

IV. POSITION SPECIFICATIONS

1. Education

Completed baccalaureate degree and currently enrolled in a Master's degree-program at UNC.

2. Abilities

- Understanding graduate policy and degree compliance
- Excellent oral and written communication skills
- Professionalism
- Engage work as team player
- Willingness to collaborate with others
- Comfortable with change and variability
- Good time management skills; ability to multi-task and meet deadlines
- Self-starter; can work independently
- Is strategic problem solver; sense of inquiry

3. Dispositions

- Good sense of humor
- Excellent work ethic
- Dedicated to the task at hand
- Values excellent customer service
- Seeks feedback

V. LEARNING OUTCOMES - (Educational Component)

The Graduate Assistant will:

- a) Understand the role that compliance plays in the completion of a graduate degree
- b) Learn the essential functions, tasks and expectations of a graduate office
- c) Understand and address the dynamic tension between the intent of a policy/practice/standards and the skills and behaviors required to uphold policy/practice/standard
- d) Engage in a dynamic team