



I. POSITION IDENTIFICATION

University Title: Graduate Assistant for Degree Compliance

Department: Graduate School

Number of Positions: 1

Position is: Full-Time

Compensation: Monthly Stipend. Tuition waiver up to 9 credits. Partial fee waiver

Agreement Period: Fiscal Year (July 1, 2026 – June 30, 2027)

Supervisor: Lynne Waldo

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 Graduate School staff in Degree Compliance and Graduation
- Update compliance forms and manuals
- Data entry for all compliance functions
- Provide support for the implementation of Degree Works, including:
 - Processing course adjustments
 - Auditing and reviewing Scribe and the 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

a. Education

- Completed baccalaureate degree and currently enrolled in a Graduate degree program at UNC.

b. Abilities

- Excellent oral and written communication skills
- Demonstrated professionalism and discretion
- Ability to work effectively as part of a collaborative team
- Strong interpersonal skills with a willingness to collaborate across departments
- Adaptability and comfort working in a dynamic, evolving environment
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines
- Self-motivated with the ability to work independently and take initiative
- Strong analytical and problem-solving skills, with a proactive and inquisitive approach
- Knowledge of graduate policies, academic regulations, and degree compliance requirements

c. Dispositions

- Strong work ethic and commitment to quality
- Dependable and dedicated to achieving goals and completing tasks
- Customer service-oriented mindset
- Openness to feedback and continuous improvement

V. LEARNING OUTCOMES - (Educational Component)

The Graduate Assistant will:

- Understand the role that compliance plays in the completion of a graduate degree
- Learn the essential functions, tasks and expectations of a graduate office
- 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
- Collaborate effectively within a dynamic, team-oriented environment