I. POSITION IDENTIFICATION

University Title: Graduate Assistant for Degree Compliance  
Department: Graduate School  
Number of positions: 1  
Position is: Full-time Graduate Assistant (.4 FTE, 16 hours per week)  
Compensation: Monthly Stipend. Tuition waiver up to 10 credits per semester. 
Partial fee waiver ($14,516 for Masters stipend for 43 weeks)  
Agreement Period: Fiscal Year (usually July 1-June 30; for 2023-24 August 14, 2023-June 30, 2024)  
Supervisors: Brendan Price (Graduate Degree Compliance Specialist), Cindy Wesley (Associate Dean)  

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 scribing, 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 Masters 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.
- Provide support in implementation of Degree Works
  - To include scribing and testing
• Training of faculty, staff, and students
• Provide support in implementation of the Graduate Education Manager (Cayuse GEM)
• Present at student orientations.
• Update compliance forms and manuals
• Update oral comprehensive and dissertation defense schedules and forward to publications for entry into the UNC Calendar and Graduate School website.
• Data entry for all compliance functions
• Provide support for graduate commencement and undergraduate commencement (assisting students checking in for and participating in those ceremonies)

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
   • Detail oriented
   • Comfortable asking questions
   • Able to learn data management systems: Degree Works, Banner, etc.

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/standard and the skills and behaviors required to uphold policy/practice/standard
 d) Engage in a dynamic team
 e) Become familiar with graduate enrollment and retention efforts
 f) Develop concern for equity and inclusion as it relates to graduate student success
 g) Learn the data management systems used in managing student degree compliance
To Apply:

Please send a letter explaining your interest and how your abilities match with those of the position. Also, please send a resume and the names and contact information for 2 references. Email the letter and resume to Brendan.Price@unco.edu and Cindy.Wesley@unco.edu. Applications for the position will close on August 1, 2023.