



I. POSITION IDENTIFICATION

University Title: Graduate Assistant for Compliance

Department: Graduate School

Number of positions: 1

Position is: Full-Time (20 hours a week)

Compensation: Monthly Stipend. Tuition waiver up to 10 credits. Partial fee waiver

Agreement Period: Fiscal Year (July 1, 2021-June 30, 2022)

Supervisor: Laura Hulsey

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 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 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.
- Provide support in implementation of Degree Works
 - To include scribing and testing
 - Training of faculty, staff, and students
- 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

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
- e) Become familiar with the graduate admissions process