



Union Commonwealth University Graduate & Online Studies Specialist for Division of Online and Graduate Studies Job Description

Job Title: Graduate & Online Studies Specialist
Department: Division of Online and Graduate Studies
Reports to: Director of Online and Graduate Studies
Prepared by: Vice president: Graduate Enrollment
FLSA Status: Salary, Exempt

Union Commonwealth University is seeking a full-time Graduate & Online Studies Specialist, to begin as soon as possible. The Graduate & Online Studies Specialist reports to the Dean of Professional & Graduate Studies to provide outstanding service in the areas of academic course and program requirements, assist students with reaching their academic goals.

Founded in 1879, Union is a small, liberal arts college located in southeastern Kentucky. Union has a long history of commitment to Appalachia and provides quality education accessible to a wide range of students, including first-generation students.

Degree Requirements:

- Master's degree from an accredited college or university

Essential Duties and Responsibilities:

- Processing applications for; MBA, MSA, MSAA, CLPSYH, GENPSYH, CDCC UG & GR, and MSSA.
- Work directly with the Dean to expand the Business Partner program, conduct partner employee recruiting presentations, build new business partnerships
- Conduct academic advising for students within the Division of Online and Graduate Studies
- Monitor student academic persistence and progression with goal of increasing overall retention and completion rates
- Assist students with reaching their academic goals via course planning, schedule building, and developing and understanding University policies and procedures
- Work in conjunction with Admissions, Advising, Registrar, Financial Aid, and Business Office to ensure highest level of student service is delivered
- Maintain appropriate and accurate files (paper, electronic) of student and administrative records. Perform audits and maintain current academic files for graduate students
- Coordinate onboarding activities with new students, and manage the development, organization, and facilitation of new online and graduate student orientation; manage student support services for all online students
- Assist with the recruitment and retention of online students

- Participate in the evaluation and improvement of Division of Online and Graduate Studies methodologies and procedures to affect continual development and evaluation of best practices.
- Demonstrate a high level of interpersonal skills to handle sensitive and confidential situations
- Schedule students for CLEP testing.
- Perform other related duties as assigned
- Job responsibilities include driving on University business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Minimum Requirements

- Experience working in higher education providing assistance to students
- Ability to work with and support online students and faculty
- Excellent written, oral, and interpersonal communications skills
- Attention to detail with a high regard to the accuracy and integrity of data/information
- Ability to work productively with a variety of persons
- Ability to make independent and discretionary judgments

Additional Requirements:

- Background check required for successful candidate
- Willingness to attend FERPA and Title IX training workshops

Typical Working Conditions and Unique Physical Requirements:

- Work is typically performed in an interior office
- Noise levels is generally quiet to moderate
- Regularly required to speak and hear
- Frequently required to stand, walk, and sit for extended periods of time over various terrains
- Occasionally required to reach with hands and arms, bend, stoop, kneel, or crouch
- Recurrent climbing of interior and exterior stairs
- Vision capability required but not limited to distance, peripheral and low light
- May be required to lift or carry items weighing up to 25lbs

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.

Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws

To serve the academic needs of a diverse community of undergraduate, graduate, and continuing education students in a dynamic, personal environment that promotes intellectual, spiritual, and physical enrichment of students, faculty, and staff and the economic growth and health of our Appalachian region.

<http://www.unionky.edu/departments/hr/employment-opportunities>