



Union Commonwealth University Graduate Specialist for Graduate Admissions Job Description

Job Title: Graduate Specialist

Department: Graduate Admissions

Reports to: Assistant Vice President for Graduate Enrollment

Prepared by: Vice President for Graduate Enrollment

Prepared date: July 3, 2025

Union Commonwealth University is seeking a full-time Graduate Specialist, to begin as soon as possible. The Graduate Specialist reports to the Assistant Vice President for Graduate Enrollment to provide outstanding service in the areas of admissions and advising to assist students in 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:

- Work directly with the AVP to expand the graduate programs, conduct recruiting presentations, build educational partnerships
- Conduct academic advising and monitor curriculum mapping for multiple graduate programs for Union Commonwealth University graduate students
- Perform audits and maintain current academic files for graduate students
- Facilitate graduate student instruction at Residencies and in on-line classes, including leading academic sessions, monitoring student engagement, and facilitating communication between graduate students and the professor of record
- Oversee graduate student communication regarding online learning systems (LMS), independent college enterprise (ICE), developing and understanding University policies and procedures
- Manage/oversee 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

Minimum Requirements

- Knowledge Information Systems education programs central to this student admission/advising position

- 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>