

Wright State University
CLASSIFIED JOB SPECIFICATION
Undergraduate Program Coord

I. JOB INFORMATION

Job Title: Undergraduate Program Coord (CS 05)

Job Class: 31319 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction and in accordance with established policies and procedures, performs a variety of duties and tasks associated with coordination, evaluation, processing, and distribution of reports, programs and records for undergraduate students.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Maintains accurate information regarding department, college and university degree requirements, and regularly updates the Undergraduate Program Office Advising Procedures Manual.
- Reviews undergraduate applicants for admission to the Department to confirm that the applicant meets the Department's admission requirements. Enters qualified applicants into the Department's records and updates Degree Audit Report System (DARS) files.
- Reviews the Student Information System (SIS) undergraduate advising reports and DARS reports of students transferring from other institutions. Enters transfer credit exceptions into DARS based on existing articulation and Transfer Assurance Guide (TAG)
- Tracks cumulative hours and when students reach 130 hours generates correspondence to advise students to review their official records to assess their progress toward graduation. Meets with students who request assistance in interpreting these reports.
- Confers with undergraduate students regarding degree requirements and evaluation of transfer credits; provides information regarding such matters as scheduling classes, degree and graduation requirements, and procedures for petitions.
- Maintains undergraduate student files following university guidelines for retention and destruction. Maintains confidentiality of information.
- Assists with the preparation of materials for curriculum changes, revisions to orientation materials and to the Undergraduate Handbook.
- Collects data and materials for assessment reports to the university.
- Provides administrative support to the Associate Chair.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Excellent verbal/communication skills. Ability to calculate basic math. Writing and editing skills. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Comprehensive knowledge of university, college and departmental degree requirements. Expert knowledge regarding transfer and articulation agreements, and existing practice regarding course transfer credit. Expertise in the operation of DARS.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31310

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.