**Graduate Student Specialist IV Standard Job Description**

**Classification Title:** Graduate Student Specialist IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $59,895.00

**Job Description Summary:**

The Graduate Student Specialist IV directs graduate students/faculty/staff on various aspects of the graduate educational experience. Directs students/faculty/staff to university resources that can assist in meeting their needs or solving their problems. May assist in the managerial oversight of Grad School Staff, projects, and/or processes.

**Essential Duties/Tasks**

**30% Processing Documents and Reports:**

* Processes official University graduate student documents related to all aspects of degree plans. Manages review of graduate degree evaluations and clearing students for graduation. Processes university graduate and professional student documents related to a student’s matriculation through a graduate program, processes relating to degree plans, petitions, Aggie ring, funding, fellowships, and other requests. Manages guidance to students and departmental graduate advisors on the basics of requirements and guides or refers appropriately, students with procedural concerns involving admissions, standardized tests, transfer work, filing of degree plans, various petition processes, changes of curriculum, Ombuds issues, examination procedures, authorized signatures, other University graduate degree requirements, and graduation. Processes and exports needed reports for review of data and research.

**20% Graduate Student Services and Customer Support:**

* Manages the guidance of graduate students, faculty, and staff on all aspects of graduate and professional education. Manages the guidance of graduate students in areas involving as admissions, standardized tests, transfer work, degree requirements related to degree clearance, thesis/dissertation/record of study clearance, examination procedures, other University graduate degree requirements, graduation, and/or Ombuds issues.

**10% Communications:**

* Manages communications with faculty/staff in areas involving transfer work, non-degree seeking work, various official University forms, examination procedures, authorized signatures, graduate student employment and benefits, other University graduate degree requirements, and graduation. Manages efforts to strengthen the graduate advisor network. Directs multiple departmental staff. Manages new and existing programs and projects that support graduate student recruitment and will work to enhance graduate school programs.

**10% Business Process and Procedure:**

* Manages the graduation clearance process. Directs graduate students with procedural and probationary concerns. Provides management/functional assistance to Grad Staff on University systems used for degree evaluation, classification, financial award posting, reviewing, and processing forms related to degree milestone tracking and completion, etc. Manages retention of graduate student records.

**5% Training and Workshops:**

* Provides management/functional assistance with efforts coordinated by the Graduate and Professional school such as New Graduate Student Orientations, professional development activities, fellowship workshops, awards ceremonies, thesis and dissertation pre-submittal workshops, Grad Advisor Workshops, Grad Advisor Development Sessions, and commencements. Assists in the planning, development, and delivery of graduate degree-related training and resources to students and graduate advisors (face-to-face and online). Manages and engages efforts to assess, improve, and streamline operations. Oversees logistics of Grad School workshops and or trainings.

**5% Supervisory:**

* May supervise student employees.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Special Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Knowledge of higher education.
* Ability to multitask and work cooperatively with others.
* Strong interpersonal and organizational skills.
* Ability to interact with students, faculty, and staff positively and professionally.
* Ability to work independently with minimal supervision.

**Machines or equipment used in the performance of essential duties:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**