**TAMU Graduate Program Coordinator II Standard Job Description**

**Classification Title:** Graduate Program Coordinator II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Minimum Pay:** $49,500

**Job Description Summary:**

The Graduate Program Coordinator II manages the processing of graduate student admissions and recruitment activities, guides student success initiatives, and maintains accurate data on students and programs. Supports program initiatives to enhance student success and effectiveness.

**Essential Duties and Responsibilities:**

**20% Admissions and Recruitment**

* Guides graduate student admission and/or recruitment activities.

**15% Graduate Student Events**

* Coordinates and supports the production of events or activities for graduate students.

**10% Data Management**

* Maintains accurate data related to graduate students and programs.

**5% Student Success**

* Guides student success activities.
* Generates and analyzes reports on student progress and program outcomes.

**5% Program Support**

* Performs general administrative tasks that are essential to supporting program operations.

**40% 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.

**Qualifications**

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* 1 year of experience in program coordination or a related field.

**Required Licenses and Certifications:**

* N/A

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

* Strong organizational and record-keeping skills.
* Effective communication and interpersonal skills.
* Familiarity with event planning and coordination.
* Understanding of graduate admissions and program operations.
* Knowledge of academic advising principles and student support
* Proficiency in standard office software and technology.
* Ability to work with confidential information.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Standard office equipment

**Physical Requirements:**

* N/A

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**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?**

[x]  **Yes**

[ ]  **No**