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

**Classification Title:** Graduate Program Coordinator IV

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Minimum Pay:** $59,895

**Job Description Summary:**

The Graduate Program Coordinator IV provides strategic leadership for graduate programs, shaping overall program operations and working closely with university leadership to ensure program success and effectiveness. Leads the processing of admissions and recruitment activities and mentors and trains program staff.

**Essential Duties and Responsibilities:**

**20% Admissions and Recruitment**

* Leads the processing of graduate student admission and/or recruitment activities.

**20% Graduate Program Operations**

* Provides strategic leadership and oversees implementation of graduate program operations and initiatives.
* Collaborates with leadership to develop long-term strategies and goals for graduate program success.
* May represent graduate programs in university committees and meetings.

**15% Program Assessment**

* Leads the assessment and improvement of program services and processes.
* Leads the process of reporting on student progress and program outcomes.

**5% Mentoring**

* Mentors and trains graduate program staff.

**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.
* 5 years of experience in program coordination or a related field.

**Required Licenses and Certifications:**

* N/A

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

* Strong organizational, analytical and problem-solving skills.
* Excellent communication and collaboration skills.
* Ability to manage and administer programs.
* In-depth knowledge of graduate admissions and program operations.
* Knowledge of academic advising principles and student support.
* Proficient in leading the assessment and improvement of program services and processes.
* Ability to work with confidential information.
* Leadership and mentoring skills.
* 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**