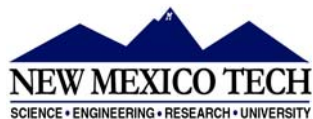


Posted: November 15, 2018



POSITION ANNOUNCEMENT

TITLE: COORDINATOR/GRADUATE

DEPT: CENTER FOR GRADUATE STUDIES

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$13.00 - \$17.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

By joining the Center for Graduate Studies team, you can help support graduate students at NMT. CGS provides services to prepare graduate students for their best professional future. The person selected for this position will have primary responsibilities related to graduate student recruitment, graduate contracts / funding, graduate thesis checks, and completion checks. This position is cross trained with the Graduate Specialist to cover full operation of the CGS, as detailed below. Opportunities for development and work exchange with the Graduate Specialist make this position an excellent opportunity for an energetic, detail oriented person who wants a growth opportunity.

OPERATION/DATA ANALYSIS

Program Operation: Graduate Assistantship contact validation, thesis format checking, iThenticate verification, budget reviews, graduate completions, recruiting, etc.; As an example, in recruiting: managing recruiting materials, reviewing and editing recruiting materials for consistency and correctness, online recruiting using social media, promoting lol of NMT's graduate programs, and participating in recruiting events. Working with recruiting systems such as Education USA and ENGINE, arranging recruiting events, and travel are all part of the CGS recruiting program. **Data Collection:** Collect, ensure completeness and correctness of data for all CGS programs and functions. **Analysis:** Use best practices for data analysis to help guide prioritization of programs and optimize operation of the CGS. **Reporting:** Draft reports for CGS, ensuring accuracy, and on-time delivery. **Program Development:** May assist Dean with development and operation of CGS programs including assisting with researching best practices for CGS programs. CGS programs impact all graduate student/program functions: admissions, progress tracking, professional development, student degree completion, alumni interaction, funding, marketing & outreach, student support, placement, community building, and recruiting.

CGS OPERATIONS

Assist the Graduate Specialist to cover vacation, sick leave, and work overload. Applicants: receive and process applications, create and maintain files, enter/update Banner data, correspond with applicants; **Assistants/Fellowships:** process contracts, documentation, and data entry; **Approval of Registration Forms; Warning letters:** generate warning letters for students not making academic/research progress, maintain associated records; **Statistics:** compile/analyze student data; **Completion:** degree analysis. Progress checks, thesis checking, and completion.

ADMINISTRATIVE SUPPORT/COMMUNICATION

Inquiries: respond to inquiries about NMT graduate programs. **Purchasing/Inventory:** order supplies; process purchase orders; prepare documentation/forms; manage department equipment and supply inventory; maintain department property inventory in accordance with campus property office procedures. **Travel:** arrange travel, prepare travel documentation. **Liaison/interaction:** keep up-to-date on University policies and procedures that affect the graduate students and keep staff informed of issue/actions that impact the CGS functions and responsibilities. **Scheduling:** provide assistance with arranging and maintaining schedules, including the Dean's calendar; manage the conference room schedule. **General:** Assist the Dean in arranging meetings and CGS functions. **Visitors:** greet visitors and direct them to appropriate locations. **Web/Social Media:** assist with online updates related to graduate studies. **Students:** assist students with all graduate concerns. **Telephone:** answer telephone, transfer calls, and take/deliver messages in an accurate and timely manner. **Email:** send/receive, process, and respond to email. **EEO:** consistently demonstrate fairness, cooperation, and respect toward all coworkers, students, visitors, and all others.

OFFICE/CLERICAL/TYPING/COPYING/ACCOUNTING

Mail: receive and accurately process mail daily. Filing: maintain and update CGS files and control records on programs, budgets, and data for fast and easy retrieval. **Student Employees:** supervise student employees, who assist with duties. **Computer:** operate PC, Microsoft Office software, fax, and copier to produce a wide variety of letters, memoranda, reports, forms, and charts. Xeroxing and faxing. **Editorial:** review work for completeness, accuracy, and compliance with established procedures. **Records:** Taking and maintaining CGS meeting minutes and procedures. **Budget:** Bookkeeping and assisting Dean in oversight of CGS budget. **Monthly ledger details:** monitor CGS expenditures, initiate and follow up on necessary corrections. Assist Dean with monitoring grant and new project budgets.

SPECIAL ASSIGNMENTS

Development: assist with CGS development, growth, transition, assessment and accreditation projects. Other duties as assigned by the Dean.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information, develop and complete forms – both paper and electronic. High School (or GED) level ability in spelling, grammar, basic composition and math. Formal diploma/certificate/degree program of 6 – 18 month after high school Area of study: general or business or management or 3 years of development assistant or closely related field. Ability to plan and organize, including workloads, travel, conference/meetings, control mail & supplies required. Ability to maintain filing systems, which facilitate quick and easy retrieval of information required. Ability to maintain database records, which facilitate quick and easy retrieval of information required. Ability to deal effectively and tactfully with a wide range of individuals required. Ability to learn and follow CGS operational practices required. Ability to use proper English grammar, spelling, punctuation, and document format required. Knowledge and skill in using computer and office equipment and software to perform job functions required. Ability to analyze problems, research approaches, make decisions, and implement solutions required. Ability to accurately oversee budgets and accounts required. Ability to work under pressure, e.g., with short deadlines, frequent interruptions, schedule changes, etc. required. Project Development and Management desired. Knowledge of administrative practices sufficient to recommend improvements in office practices desired. Knowledge of NMT policies, procedures, Banner, Works, and Workflow desired. Knowledge and skill in using database (banner), social media, online recruiting desired. Driver's License required.