

UT Direct - The University of Texas at Austin

Job Description

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University of Texas at Austin
Job Description

JC 9094
Graduate Program Coordinator I
09/01/2000

SUMMARY

Function: To provide administrative support to a Graduate Program for a specific academic unit.

Scope: Responsible for providing administrative support to a Graduate Program.

DUTIES

Typical:

Processes admission applications for a graduate program. Prepares and mails out acceptance/denial letters and program literature. Answers routine correspondence concerning inquiries on graduate program. Explains policies and procedures and informs students of upcoming deadlines. Organizes files and ensures compliance of program policies and requirements. Creates and maintains a database on applicants and current students. Maintains files for fellowship, teaching assistants and assistant instructor applications. Prepares and distributes information about graduate fellowships and scholarships and informs students of fellowship competitions. Processes petitions, special requests, appointments, exam coordination, and other documents to assist graduate students. Acts as liaison between the graduate students, graduate advisor, and graduate studies. Assists with registration process and adds/drops for a graduate course. Collects, records and submits grade sheets. Tracks funding for graduate students. Provides

statistical reports for a graduate program. Performs related duties as assigned.

SUPERVISION

Received: General supervision from Graduate Advisor or other positions as determined by unit director.

Given: General supervision of assigned staff.

EDUCATION

Required: High school graduation or GED

EXPERIENCE

Required: Three years of office and clerical work experience

Preferred: More than three years of above experience

EQUIPMENT

Typical: Use of personal computer and other standard office equipment

ACCURACY

Accuracy in all phases of work performed

WORKING CONDITIONS

Usual: Usual office environment

Special: Occasional evening or weekend hours may be required

OTHER

Assignment to this position requires approval from Office of Graduate Studies. This position requires performing graduate program activities 50% or more of the time. Ability to interact in a professional manner with staff, students and the public. Excellent verbal and written communication skills.

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UT Direct - The University of Texas at Austin

Job Description

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University of Texas at Austin
Job Description

Job Code 9093
Graduate Program Coordinator II
9/01/2000

SUMMARY

Function: To administer and coordinate a graduate program.

Scope: Responsible for coordinating all phases of graduate program activities.

DUTIES

Typical:

Coordinates administrative activities of a graduate program within a college department or program. Informs prospective graduate students and the public on eligibility for admission and program requirements. Makes appropriate referral. Provides in-depth information, clarification and interpretation of institutional and graduate program rules and regulations. Responsible for ensuring compliance with institutional rules, regulations and procedures. Serves as primary liaison between the department and prospective graduate students. Informs faculty regarding graduate student progress. Maintains electronic records, files, statistics and data bases on graduate students and applicants. Designs and implements procedures for improvement to program activities. Develops and implements recruitment strategies. Assists with registration process. Interacts frequently with university students, faculty, staff and outside agencies. Represents the graduate program to the Office of Graduate Studies. Describes the graduate program to university offices. Performs related duties as assigned.

Periodic:

Assists with various projects and committees. Gathers information and prepares reports for program analysis. Works on special projects as assigned. Participates in professional conferences and individual professional development.

SUPERVISION

Received: General supervision from Graduate Advisor or other positions as determined by unit director

Given: Direct supervision of assigned staff

EDUCATION

Required: Bachelor's degree or equivalent

Preferred: Master's degree

EXPERIENCE

Required: Five years of experience working with college students in an administrative or advising capacity

Preferred: More than five years of above experience

EQUIPMENT

Typical: Use of personal computer and other standard office equipment

ACCURACY

Accuracy in all phases of work performed

WORKING CONDITIONS

Usual: Usual office environment

Special: Occasional evening or weekend hours may be required

OTHER

Assignment to this position requires approval from Office of Graduate Studies. Ability to interact in a professional manner with staff, students and the public. Excellent verbal and written communication skills. Independent decision making and problem solving ability. Tact, diplomacy and judgment in dealing with students, faculty, and administrators.