Office of the Registrar
The University of Texas at Tyler

Position: Graduation Specialist

Essential Functions

- Evaluate all applications for graduation to verify students have met University graduation requirements and identify/follow up on any noted deficiencies.
- Correspond directly with colleges, academic advising community, other Registrar staff, and other campus constituents as needed to confirm the status of outstanding graduation requirements.
- Utilize graduation tracking reports and communications with campus stakeholders to promote the timeliness of graduation reviews.
- Assist supervisors with final reviews for degree conferral/denial and associated follow up actions.
- Coordinate with campus stakeholders to plan and execute communication campaigns related to First Day to File, Priority Filing Date, and Final Filing Deadline for each graduation cycle.
- Run reports designed to identify potential graduation roadblocks and follow up with other Registrar staff and relevant campus stakeholders to resolve these issues prior to the final review of the graduation application.
- Assist with research, processing, and coordination of items related to graduation, Commencement, athletics certification, curriculum, and other areas as assigned.
- Assisting other Registrar staff with peak processing of transfer credit reviews, core curriculum, enrollments, or other areas.
- Serve as backup for NCAA Division II certification reviews and data entry.
- Special projects as assigned by supervisor.
- Functional user testing related to all job duties. This includes testing for patches/bundles/upgrades, assisting with the development and testing of technical projects, and work related to external software in support of the office.
- Perform other related duties as assigned.

Required Qualifications

- Associate's degree.
- Two (2) years of experience in a position requiring considerable record-keeping accuracy.
- Strong background in customer service experience.

Preferred Qualifications

- Bachelor’s degree.
- Exhibited proficiency with Oracle PeopleSoft Campus Solutions, Microsoft Office (particularly Excel), and ImageNow software.
- Knowledge and experience in the areas of the University Registrar operations or academic advising.

FLSA Status: Non-Exempt

Salary: $2,500.00 - $2,706.08 monthly

Earliest Start Date: January 4, 2021

Application Website: https://www.uttyler.edu/human-resources/prospective-employees/