

JOB INFORMATION

Effective Date	2/15/2023
Job Code:	3118
Job Title:	Graduate Program Specialist
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	In cooperation with the Grant Principal Investigators, the Graduate Program Specialist will assist in managing the daily grant operations in compliance with all federal, state, and local regulations. The Graduate Program Specialist will assist in managing the project's budget and database, assist the evaluators with collecting participant data, coordinate arrangements for special events and activities, and assist with annual performance reports. The specialist will also provide UHCL-Teach students with the support they need to complete the process of applying for financial aid, support with retention, and recruitment. Funding for this position comes from a Dept. of Education grant-funded from 2023-2026.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelor of Arts or Bachelor of Science.	Required	
Bachelor's Degree	Education, business, STEM, or behavioral sciences.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Admissions, academic advising, counseling or similar higher education experience.	Required	
Some	Engagement in recruiting and retention and working with diverse populations.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of cultural awareness, counseling, advising, student development theories.	Skilled
• Knowledge of higher education recruitment, admissions and advising	Skilled
• Understanding of scholarships and financial aid.	Skilled
• Skills in Word, Excel, and PowerPoint.	Proficient
• Skills in PeopleSoft; EAB/Navigate.	Basic
• Skills in Use of Social Media.	Basic
• Ability to organize and prioritize work. Ability to collaborate and be a team player.	Proficient
• Excellent oral/written communication, attention to details, interpersonal skills	Proficient
• Ability to critically think, problem solve, actively listen, and the ability to be flexible.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Manage the daily budget needs related to payments and compiling monthly financial reports.	20%
• Assist in the coordination and participate in grant recruitment and retention activities.	20%
• Coordinate and participate in arrangements for special events and activities.	15%
• Prepare written reports including annual grant report and correspondence.	15%
• Assist the grant evaluators with the implementation of Hawkins grant evaluation data collection.	10%
• Assist in the coordination and participate in grant recruitment and retention activities.	10%
• Design and coordinate the publication of grant marketing materials.	5%
• Additional duties/responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description