

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Degree Progress System**

Job Code: **2832**

Pay Grade: **040** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	Master's degree preferred.
Experience	Experience with degree audit, academic advising. Minimum of two years experience in a higher education setting; proficiency with automated data management; computer literacy in various software applications in the DOS/Windows environment including Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.	Experience with PeopleSoft Student Administration system, including setup and maintenance of Academic Advising module, and use of records, admissions and transfer functions.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Coordinator of the Student Degree Progress System reports to the Registrar. The coordinator will act as a liaison between the Office of Academic Records and the university academic community in matters related to the Student Degree Progress System. This system is used to collect data needed to meet university goals in student progression and retention, academic advising, and various university planning functions. Users of the system include administrators, academic deans, academic departments, student advisors, students, and all areas with a need for data related to student progression. The coordinator must interpret and apply federal and state regulations, as well as governing board and university policies pertaining to academic degree requirements and satisfactory academic student progress. For example, on a daily basis, the incumbent evaluates academic student transcripts and determines if curriculum requirements have been met based on data in the Student Degree Progress System and the University General Catalog. The incumbent has the problem-solving skills to identify inaccuracies in the Student Degree Progress System and develop and implement appropriate solutions. The incumbent has the verbal and written communication skills to adequately explain the needs and purpose of the system to a broad mix of clients.

Duties and responsibilities

% Time

Coordinate the activities necessary to implement and maintain the core functionality of the PeopleSoft Academic Advisement module.	30
Work closely with the Registrar, the student degree audit system team, and campus constituents to develop priorities and timelines for projects related to the Degree Progress System. Coordinate efforts to promote new projects to the campus community. Coordinate university projects associated with the Degree Progress System including: Graduation checkout; Student Advising Tools; Student Self Service and 'what-if' reporting; Improving and enhancing administrative and academic systems; Class needs analyses and class schedule development; Information for student progression-related issue; Student early alert system and continual intervention; Student academic mapping program; Curricular review and revision; and Recruitment of qualified students (transfer student 'what-if' analysis); and related retention issues of current students.	30
The coordinator works closely with the all departments using key components of the Student Administration	20

module for setup of the Academic Advising module. Setup of the PeopleSoft module includes developing Course Lists, Academic Requirements, Academic Requirement Groups, and Course Share Sets. It requires working knowledge of the PeopleSoft Student Record module including student course substitutions, course catalog, equivalent courses, grading and student program/plan functionality.	
Responsible for developing and training documentation to university constituents, as well as conducting in-person training when applicable. Initiate contact with the schools and departments to interpret academic program curricula and record the information in a centralized database. The database should remain current beginning with UHCL's 2004-2005 General Catalog. Assist with developing test scripts and documenting required procedures necessary for software upgrades. Also responsible for patch set testing which affects the functionality of the Academic Advising Module.	20

***This position description describes the general qualifications, duties and responsibilities of work being performed.***