

JOB INFORMATION

Effective Date	6/21/2022
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	Work with the Grant Principal Investigators, the MAT Academic Program Advisor, and the Project Coordinator, the Graduate Program Specialist will provide MAT students with the knowledge and the support they need to complete the process of applying for financial aid, enrolling in classes, support retention/case management of students and becoming familiar with the university environment. This person will assist the Project Coordinator with the project's daily operations. The Graduate Program Specialist participates in the implementation of the College of Education marketing plan and recruitment efforts. Funding for this position comes from a Dept. of Education grant funded for 2021-2022.

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, or related field.	Required	
Master's Degree	Degree in Education, Counseling, Marketing (or related field).	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 professional advising organization. Alumni of PPOHA, TRIO or similar programs. Working with diverse populations.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of cultural awareness, counseling, advising, student development theories.	Skilled
• Knowledge of understanding of scholarships and financial aid.	Basic
• Knowledge of student engagement and case management including reading & interpreting reports & data.	Skilled
• Skills in Word, Excel, PowerPoint.	Proficient
• Skills in PeopleSoft; EAB/Navigate.	Basic
• Skills in Use of Social Media.	Basic
• Ability to Organize & prioritize work, collaborative with others, teamwork.	Proficient
• Ability to oral/written communication, attention to details, interpersonal skills.	Proficient
• Ability to critical thinking, problem solving, listening skills, flexibility.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Work directly with grant and COE faculty and staff to coordinate, plan & oversee recruitment & outreach events for COE MAT and EDCI graduate students.	20%
• Coordinate recruitment efforts with Office of Admissions & COE staff to ensure a smooth admission process for COE MAT and EDCI students. Ensure that all requirements of Texas Education Agency continue to be met.	20%
• One-on-one meetings with PPOHA EXCITE grant students each semester to proactively monitor degree progress, certification testing and refer to academic support, if needed.	20%
• Assist in the development and implementation of PPOHA EXITE grant activities (utilize student feedback to create appropriate events).	10%
• Coordinate enrollment process, including all necessary audits, for all capstone experiences (clinical teaching, thesis and/or dissertation).	15%
• Interface with the UHCL Alfred R. Neumann Library to ensure graduating doctoral and master degree students' dissertations and thesis are published.	5%
• Work with PPOHA Director to ensure student retention and graduation.	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			
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