**Job Posting Title:** Enrollment Specialist/Degree Auditor (Administrative Services Specialist 2, UCP 4)

The Graduate School at UConn is seeking a full-time Enrollment Specialist/Degree Auditor (Administrative Services Specialist 2, UCP 4). The incumbent will report to the Manager of Graduate Records and will provide enrollment support to graduate students, support for graduate degree audit, and will be responsible for data entry. Incumbent is expected to resolve a variety of problems within known practice and is expected to occasionally resolve new, unusual or difficult problems which require judgment and initiative.

**Duties and Responsibilities**

**Graduate Enrollment Support** (includes but not limited to):

- Is responsible for coordinating all aspects of the graduate enrollment support, including processing registration paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems and complete records adjustments.
- Serves as a resource to graduate students regarding graduate records and degree completion, policies, practices, and guidelines in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Responds to requests for information and provides assistance in solving a variety of problems of ordinary difficulty, based on knowledge of the procedures, practices and past experience.
- Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
- Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems which are computerized and paper-based. Electronic student information system is Oracle PeopleSoft and electronic document repository is IBM FileNet.

**Graduate Degree Audit Support** (includes but not limited to):

- Audits required final documentation such as plans of study, results of final examinations, and transcripts to determine graduate students’ compliance or non-compliance with Graduate School and academic department degree requirements and University regulations.
- Reinforces and adheres to the Graduate School policies and guidelines established in The Graduate School catalog. Keeps informed of University by-laws, policies, rules and regulations and all other University protocol.
- Keeps informed of approved program changes and initiatives and their effective dates set forth by administrative order and or Graduate Faculty Council Executive Committee minutes and applies these criteria to the degree audit of each graduate student record.
- Advises students, major advisors, and department administrators about academic deficiencies, procedural deadlines, degree requirements, restrictions, regulations and alternate courses of action in compliance with The Graduate School policies.
- Administers maintenance of electronic submissions of Master’s thesis and Doctoral dissertation collections via Digital Commons, the University’s Institutional Repository.
Minimum Qualifications
1. Associate’s degree or equivalent combination of education and experience
2. At least three years of degree auditing or related experience
3. Demonstrated ability to independently resolve problems of ordinary difficulty
4. Strong communication and interpersonal skills
5. Analytical and problem solving skills
6. Demonstrated excellent customer service skills

Preferred Qualifications
1. Bachelor’s degree
2. Experience working in a professional higher education environment
3. Familiarity with a student information system, preferably PeopleSoft
4. Demonstrated proficiency with Microsoft Office products, specifically Excel, Word, PowerPoint and Outlook
5. Demonstrated ability to take initiative
6. Supervisory abilities

Appointment Terms
This is a full time, permanent position with a full benefits package.

To Apply
Please visit www.jobs.uconn.edu, Staff Positions, to submit a letter of application, resume, and the names and contact information of three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016431)

Applications will be accepted until March 25, 2016.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 25, 2016.

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.