Graduation Certification Coordinator

Job Title
Graduation Certification Coordinator

Extended Job Title

Department
235 – Office of the Registrar

Job Category
Full-Time

FLSA Status
Exempt

Accountability/Reports To
CBS Registrar

Authority Over/Manages

Security Sensitivity
Yes

Position Description

Under the general direction of the Registrar in the Office of the Registrar within the Student Enrollment Services division, the Graduation Certification Coordinator develops and maintains the degree audit system, monitors and updates curricular changes in the Student Information System; manages all commencement-related activities and serves as a resource to students, staff and faculty. The position is responsible for the development of departmental policies and procedures; oversee the development and management of departmental process flowcharts.

Major/Essential Functions

- Create and manage the graduation and commencement timelines and calendars
- Collect potential degree candidate Intent to Graduate forms with graduation fee confirmation which begins the degree audit process to determine eligibility for degree conferral, including degree, major, minor and concentration if applicable.
- Collaborate with academic advisors to determine graduation eligibility. Assist academic advisors and students with inquiries regarding degree audit reports.
- Create various communications notifying degree candidates about their graduation status: cleared for graduation or graduation deficiencies. Confer with deficient degree candidates concerning resolving their deficiency or next-step decisions.
- Prepare degree candidate lists for faculty approval
- Manage the degree conferral and official awarding and degree updating records in the Student Information System.
- Coordinate diploma ordering for Bachelor degrees including honors determination
- Provide graduation statistics to college administrators
- Responsible for commencement planning with coordinating off-site venue planning and meetings, program planning, and commencement event budgets.
- Develop and maintain training materials, including presentations, manuals, and online trainings.
- Provide ongoing training to departmental staff as policies and procedures change; remain up-to-date and knowledgeable about academic policies and procedures
- Provide support and coverage to other departmental functions as necessary, including but not limited to:
  - graduation website updates
  - transcript request processes
  - general departmental communications
  - departmental supply inventory and ordering
  - orientation coverage

Duties/Responsibilities
o registration support.

Required Qualifications

- Works closely with Registrar to reconcile operational budget matters.
- Bachelor’s degree (or equivalent education and experience); experience working in Higher Ed preferred, but not required
- Excellent Writing or verbal communication skills
- Exceptional Interpersonal Skills
- FERPA and data security best practices
- Ability to interpret degree audits and identify issues and problems
- Ability to negotiate complex processes
- Ability to work independently or in a team environment when required
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred Qualifications

- Microsoft Visio, Project and One Note is preferred
- Proficiency in Microsoft Office Software is required
- Knowledge of fax, scanner and copier operations

Equipment, Skills & Knowledge Needed To Perform Job

- Typical office environment
- Work with Graduation Vendors
- Establish working relationships with the Events coordinator at the Graduation Ceremony (Church) Site or designated venues
- Cultivate business relationships with Printing companies for Diplomas and Commencement Programs
- Extended work schedule during peak periods
- Minimum off-campus travel

Measurable Expectations:

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 35 pounds.

Working Conditions/Environment, Necessary Travel, Unusual Hours, etc.

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.