



Graduation and Records Specialist

Reporting to the Associate Registrar, the Graduation and Records Specialist is responsible for graduation processing; monitoring and updating graduation requirements in the computerized degree audit system; records management and processing transcript and other requests; monitoring daily scanning; training student workers, and performing customer service responsibilities.

Some of the Specialist's **essential duties and responsibilities include:**

- Responsible for timely and accurate graduation processing. This includes organization of the graduation petition paperwork and proper oversight of the collection processes to ensure accurate graduation lists. Compiles and verifies final course requirements based on degree requirements and exception approvals.
- Maintains the computerized degree audit system by programming curriculum changes, entering department approved overrides, ensuring accuracy and readability, troubleshooting issues reported by end users, and providing training to end users.
- Maintains knowledge of academic regulations and graduation requirements through the various curriculum and policy committees.
- Manages daily transcript processes, legal requests, name changes, deceased student notification, immunizations, degree verify, and other applicable processes as needed.
- Monitors document scanning into the student information system for recently submitted documents.
- Trains, supervises, and schedules student employees for data entry/processing of specialized functions within this position.
- Communicates with other departments involved in the graduation and records functions to resolve problems, facilitate processes, and ensure completeness of student academic records.
- Develops and maintains written policies and procedures for assigned areas of responsibility.
- Maintains current knowledge of all functions of the Registrar's Office. Assists in the establishment and implementation of Registrar's Office policies and ensure compliance with established practices.
- Provides general office and back-up coverage for services as assigned by the Assistant Registrars and assumes front counter duties, as needed. Supports off-campus centers as necessary.
- Other related duties as assigned.

REQUIRED EDUCATION & EXPERIENCE: An earned Bachelor's degree from a regionally accredited four-year college or university and demonstrated customer service skills. All Registrar's Office staff are expected to be detail-oriented; be able to communicate effectively and clearly both verbally and in writing; be able to deal diplomatically and professionally with people at all levels; be able to manage multiple priorities and meet deadlines; and be proficient with Microsoft Word and Excel.

DESIRED QUALIFICATIONS/EXPERIENCE: Preference will be given to the candidate with experience in higher education (or related professional environment) with excellent interpersonal and high-level computer skills.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: \$35,000 - \$38,000/year, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by April 28, 2016.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

Mail to:

Graduation and Records Specialist Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. **Electronic application materials must be submitted as a .pdf or Word document** (no size limit). Electronic materials submitted in any other format will not be accepted.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.