GRADUATION SPECIALIST

RESPONSIBILITIES
- Download, review, and code the graduation applications and verify input and proper coding of data into the student information system
- Evaluate incoming graduation requests to verify requirements have been met and communicate with students regarding the status of the graduation request and notify of any outstanding items pending
- Maintain the inventory of graduation ceremony supplies
- Maintain list of regalia needs for students and coordinate order with vendor to ensure needs are met
- Assist students, division deans, program directors, and other institutions with the substitutions/waiver process for courses on the degree plan
- Enter approved substitutions/waivers into the student information system and provide information regarding updates to students
- Coordinate graduation ceremony activities and serve as an usher during ceremony
- Serve as a resource for the college regarding graduation processes
- Serve as back up for the Students Records Specialist position
- Review and enter credit awarded to students via CLEP test or departmental exam
- Serve as contact with the National Student Clearinghouse for degree verification. This person is responsible for the submission of the quarterly report as well as the individual requests that are submitted to the college
- Perform general office duties including registration, data entry and updating, mail outs, telephone communication, scanning and filing, email, and public contact
- Assist with reporting, training of new office personnel, and other duties as assigned

QUALIFICATIONS
Required:
- High School Diploma or GED
- One year of college
- Experience working in an office setting with general office equipment such as copier and fax machine
- One to three years working with the public
- Computer literacy including but not limited to data entry and word processing
- Must be able to communicate effectively on telephone and in person
- Demonstrate interpersonal, social, and public relation skills
- Able to handle fast paced work environment with interruptions and detail-oriented tasks
- Must understand the Texas Success Initiative, residency requirements, and computer programs such as Apply Texas and Speede

Preferred:
- Associate or Bachelor degree or equivalent
- Experience working in college setting, admissions/registrar’s office and experience with college admissions, transcript evaluation or graduation processing
- Document imaging and POISE

SALARY
$2,352.58 per month. Excellent fringe benefits. Review of applications will begin on March 2, 2015. Position will remain open until filled.

APPLICATION
Interested candidates should submit a resume, completed official application, official transcripts sent directly to Human Resources office from the institutions attended (if applicable), and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.