



Savannah State University Position Description – Degree Program Specialist

POSITION DESCRIPTION

Position Title: Degree Program Specialist FLSA Status: Exempt
Reports to: Assistant to the Dean – Administrative Affairs
Department: College of Business
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for all record keeping and statistical information for COBA students, including transfer credit information and other required evaluations to determine if degree requirements are satisfactorily met prior to degree applications are submitted for approval.

NATURE & SCOPE

Reporting to the Assistant to the Dean, this position is accountable for the creation, maintenance and updating of all business students' academic advisement records. This includes the maintenance of statistical data on retention, credit hour production and assessment.

This position prepares transfer credit evaluations, transient applications and degree applications for review by the Associate Dean, and serves as liaison with the office of Admissions and Registrar.

This office is also responsible for the development of student publications and forms.

PRINCIPAL ACCOUNTABILITIES

- Creates and maintains the Accounting and Computer Information Systems student files (posting of grades advisement sheets, transfer evaluations, assigning advisors, applications for degree). Maintains contact with Admissions and Registrars' Office with respect to student records.
- Maintains all statistical data as it pertains to students in the College of Business Administration.
- Maintains all publications files and forms relevant to the operation of Student Services. Drafts, prepares and reproduces Student Services documents as directed. Supervises and trains student assistants assigned to Student Services.
- Assists the Associate Dean of the College of Business with the coordination of the advisement process during pre-registration and registration each semester.
- Supports COBA Placement Center Coordinator in identifying students for special purposes and assists in the identification and tracking of students for retention, COBA, development, alumni activities and other purposes.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.