Job Description

Job Title          Academic Program Specialist
Job ID             36403
Location           Tallahassee, FL
Full/Part Time     Full-Time
Regular/Temporary  Regular

Confidentiality Policy
This position requires compliance with University confidentiality policies.

Background Check Requirements
This position requires successful completion of a criminal history background check.

Responsibilities
The individual in this position has lead responsibility for advising of current graduate program students in the School of Information to include coordination of issues related to registration, graduation, and retention. The individual also coordinates all course building activities for the School and oversees the admissions process for graduate programs.

Serves as primary student services advisor for all master's and specialist students. Processes all preliminary and final graduation clearances for all graduate programs in the School of Information. Serves as Department registrar for all School of Information students (undergraduate and graduate), to include processing of the following: grade change forms, individualized registration requests, and prerequisite course checks. Evaluate student's needs that fall beyond the routine and determining appropriate accommodations. Assists faculty with first day attendance compliance and submits all undergraduate and graduate course evaluation requests. Coordinates with the Office of the University Registrar to ensure student that registration runs smoothly. Conducts research and compiles statistical reports using Business Intelligence, and uses research results to recommend improvements to the graduate programs performance as it relates to current student enrollment. Coordinates the data upload for all graduate programs to the Graduate Student Tracking (GST) system and ensure accuracy and compliance with university policies and procedures.

Assists with the scheduling of all courses offered by the School of Information (undergraduate and graduate), to include accurate data entry of all course sections built in the Curriculum Management System and submission of pre-assigned space requests to the Office of Space and Scheduling. Coordinates with the Office of Distance Learning to appropriately assess required auxiliary fees. Serves as liaison with the University Registrar's Office, The Graduate School, and the Office of Distance Learning. Provides regular enrollment updates for all courses (undergraduate and graduate) offered by the School.

Responsible for planning, coordinating and evaluating the application process for admissions to all master's, specialist, doctoral and certificate programs (all levels). Coordinates student admissions, student advising, orientation sessions, monitoring of student progression, registration, and graduation clearances for all graduate programs and ensures compliance with the University's Graduate Student Tracking System. - Responsible for the planning, implementation, management, revision, and evaluation of the university graduate admissions application for the School of Information. Disseminates and recommends University and School of Information policies and procedures related to graduate academic and admissions requirements.

Qualifications
A Bachelor's degree and two years of experience; or a high school diploma/equivalent and six years of experience. (Note: post-high school education and/or experience may substitute at the comparable rate.) Ability to interpret academic program requirements and provide advice. Knowledge of the university graduate
admissions processes.

Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships; and prioritize, organize, and perform multiple work assignments with minimal supervision.

Preferred
Master's degree. Experience interpreting academic program requirements. Experience with Microsoft Word, Access, Excel, Outlook, and CRM programs preferred.

Pay Plan
This is an A&P (Administrative and Professional) position.

How To Apply
If qualified and interested in a specific vacancy as advertised, apply to Florida State University at https://jobs.fsu.edu.

Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable) even if attaching a resume.

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