# Georgia State University

## Job Specification

### Job Title: Degree Program Assistant

<table>
<thead>
<tr>
<th>BCAT Code:</th>
<th>09TX54</th>
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<tbody>
<tr>
<td>Pay Grade:</td>
<td>G09</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>April 1, 2007</td>
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<tr>
<td>Revision Date:</td>
<td>July 1, 2013</td>
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### General Description

Assists with the audit of student records and degree requirements for graduation purposes.

### Examples of Duties

- Compares transcripts of courses with school degree requirements and prepares evaluation forms of graduation courses.
- Audits and monitors the successful completion of all academic course work and examinations required for graduation.
- Computes grade point averages to determine the student qualification for graduation.
- Determines the honor status of students.
- Notifies students of their graduation status and unfulfilled requirements.
- Refers students with academic discrepancies to the appropriate department personnel for further action.
- Enters graduate application data into the computer.
- Audits degree records for undergraduates and graduates in various colleges.
- Assists students and others concerning graduation requirements and procedures in person and via telephone.
- Types the list of degree candidates and submits the list for approval.
- Posts the list of graduating seniors each quarter.
- Requests parking passes for special guests for the commencement ceremony.
- Directs and assists students, faculty and others on the commencement day.
- Performs other related duties as assigned.

### Knowledge, Skills and Abilities

- Knowledge of basic computer operations and software.
- Knowledge of office policies and procedures.
- Knowledge of campus policies and procedures as they pertain to graduation requirements.
- Effective time management skills.
- Effective organizational skills.
- Proofreading skills.
- Ability to communicate effectively in writing and orally.
- Ability to work flexible hours when needed.
- Ability to prioritize work assignments and work under general supervision.

### Minimum GSU Hiring Standards

High school diploma or GED and one year of administrative experience. Experience scheduling special events and activities preferred.

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*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*