

Sul Ross State University

Position Description

Official Title: Graduate Student Support Coordinator and Administrator **Salary Group:** 3 **Job Code:** 3914

Summary

Function: Assist Director in overseeing Graduate Fellowship Applications and selection process. The position will work in tandem with the Associate Director with recruiting and EMP graduate applications. Organize Graduate Student Center Brownbag workshops and be part of the team that does a variety of workshops to aid graduates in developing skills to succeed including financial literacy. The position serves as the main administrative manager of the PPOHA grant.

Duties

Essential: Schedules and supervises Graduate Fellows; Schedules recruiting events for graduate students; facilitates graduate connections to other internship services; serve a liaison for alumni; assist with EMP graduate applications; procurement for general activity; provide field research assistance to STEM faculty; create reports for Graduate Center Team and Program Coordinators; schedule and assist with workshops for GSC. May assist in responding to state reports. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: General instructions and work periodically reviewed by department head.

Given:

Education

Required: Bachelor's Degree

Preferred: Master's Degree in Business, Counseling, Student Personnel, Leadership, Student Affairs, Higher Education, or another related area.

Experience

Required: Higher Education experience.

Preferred: Federal Programs experience.

Equipment/Skills

Required: Excellent written and oral communication skills.

Preferred: Federal or State reporting; workshop creation.

Working Conditions

Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.