

## **Sul Ross State University**

### **Position Description**

**Title:** Graduate Studies Retention and Thesis Coordinator

**Salary Group:** Unclassified (5)

**Job Code:** 3823

#### **Summary**

This position is a shared position between The College of Graduate Studies (142100-250910-40), and PPOHA Grant: Advancing Graduate Programs en la Frontera (220320-320012-20) in support of Graduate Studies retention to graduation initiatives. The position will coordinate the thesis support component of the College of Graduate Studies via the Graduate Student Center, including academic support and guidance for all SRSU graduate students. The Coordinator assists with preparation and editing of thesis and graduate projects, conduct graduate workshops, and overseeing promotion of graduate activities and opportunities. The position serves as the main administrative manager of the Graduate Council. The position coordinates and assists the Graduate Fellowship program, preparing and managing events such as symposia and workshops for SRSU students, especially at the graduate level.

#### **Duties**

College of Graduate Studies:

- Provide writing/documentation and research support to thesis students. Ensure current documentation resource manuals and videos are available to assist students
- Manage semester due dates for thesis completion
- Ensure ProQuest protocols are correctly completed and submitted
- Provide graduate students routing, registration, contact information related to their degree
- Ensure on-campus and online students have current data relating to resources/training information
- Constant updating of Grad Center website (in conjunction with AD) to keep all grad students informed of upcoming events and opportunities
- Interact with departments to provide updated information, both on the website and in person
- Coordinate and manage Graduate Council membership and meeting agendas

PPOHA Grant: Advancing Graduate Programs en la Frontera:

- Provide writing/documentation and research support to thesis students
- Ensure current documentation resource manuals and videos are available to assist students
- Provide graduate students routing, registration, contact information related to their degree
- Ensure on-campus and online students have current data relating to resources/training information
- Constant updating of Grad Center website (in conjunction with AD) to keep all grad students informed of upcoming events and opportunities
- Interact with departments to provide updated information, both on the website and in person

- Interact with Enrollment Management to provide information and assistance to grad students and to carry out retention activities as directed
- Available to present at all SRSU new student orientation events or in-classroom technology orientations (Alpine campus).
- Creates reference/instructional documentation and instructional videos maintained and accessible via GSC Vimeo site or SRSU Helpdesk area.
- Organize workshops for graduate students and faculty.
- Organize the research symposiums by the Fellows.
- Supervise the submission of Fellowship applications and the judging process.

**Supervision**

Reports to the Dean of the College of Graduate Studies, and PPOHA la Frontera Grant Director.

**Education**

Required: Master's Degree

**Experience**

Required: Experience working with college students and faculty, experience developing and administering presentations and trainings to small groups.

**Equipment/Skills**

Required: Experience working with college students and faculty, experience developing training materials and working one-on-one with graduate students to accomplish research and thesis objectives. Excellent oral and written communications skills.

**Working Conditions**

Usual: Exempt from Overtime provisions. 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.