

**Sul Ross State University
Position Description**

Official Title: Degree Audit Coordinator **Salary Group:** RU 2 **Job Code:** 3904

Summary

Function: transcript processing for undergraduate transfer students (Alpine campus); degree audits for all undergraduate and graduate students (Alpine campus); process curriculum updates (Alpine campus); maintenance of Degree Works requirements and exception management (Alpine and RGC campuses).

Scope: To ensure timely graduation through appropriately articulated transfer work and provision of clear and concise degree requirements via Degree Works.

Duties:

Essential:

Transcript Processing – Alpine campus

- Perform initial articulation of credit for transfer students
- Review transfer transcripts for Texas specific information
 - 6-drop rule
 - funding limit rule based on first term in college
 - review transcript for core curriculum; corrects articulation as required
- Assist the Associate Registrar with maintenance of the articulation catalog

Degree Works – Alpine campus

- review Degree Works audit and identify/correct articulation problems revealed by the audit; apply appropriate adjustments in Degree Works if articulation does not resolve the issue
- provide advisor and student with articulation report and initial Degree Works audit so that substitutions to the degree requirements can be requested and approved as appropriate
- apply approved substitutions to the degree requirements in Degree Works
- process all updates to curriculum
- process all applications for graduation
- perform the degree audit when student applies for graduation; identify any need for substitutions.
- maintain current degree requirements in Degree Works (annual updates to plans, corrections to current plans as needed)

Degree Works – RGC campus

- maintain current degree requirements in Degree Works (annual updates to plans, corrections to current plans as needed)
- provide Degree Works support to RGC staff and students.

Non-essential: Other duties as assigned.

Supervision:

Received: Supervision and instruction from the University Registrar

Given: May supervise part time and other full time employees

Education:

Required: Bachelor's degree

Preferred: Master's degree

Experience:

Required: Must have experience with a personal computer. Must have experience in a higher education setting in enrollment management, records and registration, student services, or a related field.

Preferred: Experience with transfer articulation, degree audits, Ellucian Banner student information system.

Working Conditions:

Position is security sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director and the President\

Revised: November 2022