

# Sul Ross State University

## Position Description

**Official Title:** Graduate Center Developer  
**Salary Group:** Unclassified (7)

**Job Code:** 3230

### Summary

Function: Develop a comprehensive, one-stop Graduate Student Center; develop and implement strategies for the improvement and support of graduate student achievement, including policies and procedures for admission, enrollment, financial aid, research and study skills, thesis preparation, and thesis defense.

Scope: Working with OIT Department and Project staff to create graduate onsite and distance learning opportunities.

### Duties

Essential: Design and pilot Sul Ross Graduate Student Center; responsible for timely completion of all assigned implementation tasks; coordinate with OIT and SRSU departments to develop, convert, pilot and implement the electronic graduate admissions system; develop Graduate Student Handbook, Project Manual, discipline-specific handbooks, Financial Resources guide; develop and implement Graduate Studies Workshops (research, financial literacy, thesis writing, career services, etc.), Orientation and Mentoring Program; lead the Fellowships Committee; provide web-based workshop/resource content; develop process for assisting Graduate Studies with research and funding applications; develop and administer evaluations and direct collection of all project data related to Graduate Center objectives; as the position is institutionalized, assume day-to-day coordination of Graduate Student Center; submit monthly Reports to the Project Director; assist Project Director with Annual Performance Reports. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### Supervision

Received: Title V Postbaccalaureate Director and Associate Vice President for Enrollment Management

Given: Title V Postbaccalaureate Integration Analyst and Data Tracking Specialist

### Education

Required: Master's or higher degree in counseling, higher education administration, or similar field.

### Experience

Required: Three years experience advising and interacting with upper division undergraduate, prospective and graduate students; experience in thesis development and submission.

Preferred: Background similar to students served.

### Equipment/Skills

Required: Excellent oral and written communication skills; ability to work independently and as part of a team (project staff/faculty, students).

Preferred: Bilingual

### Working Conditions

Usual: Office Conditions; 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.

Date revised: October, 2009