University of Wisconsin-Superior
Position Description
Student Status Examiner

Position Summary: This position reports to the Dean of Graduate Studies. This person supervises diverse activities that require independent thinking and decision-making with limited supervision. S/he is responsible for examination of student applications for admission to graduate study, for assisting students with progress toward degree achievement, and for the examination of student academic records at the time of request for graduation.

This person has extensive contact with the Graduate Program Coordinators and Department Chairs, as well as staff in the Registrar's Office, the Admissions Office, Technology Services, Financial Aid Office, and Institutional Research in the areas of admissions, application procedures, documentation, registration, record keeping, degree clearance and data reconciliation. This position also requires extensive interaction with the public.

Code of Ethics: This position recognizes the position of trust imposing ethical and legal obligation by maintaining confidentiality and security of records. This position also promotes standards of professional conduct in terms of actions and appearance.

Duties Include:

1. **Graduate Degree Audit (approximately 25%)**
   Examples of work performed:

   a. Provide information to students concerning academic rules, standards and requirements
   b. Receive Plans of Study and verify that they meet graduate requirements for particular Graduate Programs
   c. Monitor submission of Plan of Study and enter as Milestones in PeopleSoft
   d. Process Plan of Study changes with students and advisors
   e. Provide guidance and instruction for online submission of graduation applications
   f. Audit and verify degree completion--cross-check Plan of Study against transcript and notify advisor of results. Work with student and advisor to resolve discrepancies for degree completion
   g. Prepare Degree Audit Reports as required by students or Program Coordinators

h. Examine transcripts to verify credit requirements have been met and that all incomplete or in progress grades have been completed and recorded
i. Confirm degree with Program Coordinator and Dean of Graduate Studies
j. Provide graduation list and other information to Commencement Committee, Bookstore, Multicultural Affairs Office and Financial Aid Office
k. Provide assistance to Commencement Committee as requested; prepare graduate student section of commencement program
l. Post degree on student transcript
m. Print diplomas
n. Mail diploma and Alumni letter to all students
o. Transfer student files to Registrar's Office once graduation is complete and file has been purged of unnecessary documents
p. Work in cooperation with the Institutional Research Office to verify accuracy of data and deliver reports of degree completion for internal and external constituents

2. **Admissions Examiner (approximately 25%)**
   Examples of work performed:

   a. Download and print electronic applications from UW System in PeopleSoft
   b. Examine and evaluate applications including transcripts, verification of degrees, test scores and other documents required for individual Graduate Programs
   c. Calculate GPA for Graduate Program admission
   d. Confer with prospective Graduate Students regarding incomplete applications and issues with application items
   e. Consult with Graduate Program Coordinators on issues related to applicant's file
   f. Process additional documents required for international student admissions such as TOEFL scores and financial verification. Work with International Office to prepare I-20 forms
   g. Ensure files for each admission application are complete, prepare folder of materials and forward to individual Program Coordinator
   h. Upon acceptance to Graduate Studies, communicate with students regarding final admission procedures
   i. Process admission entries in PeopleSoft
   j. Monitor and record payment of deposits and matriculate students in PeopleSoft

k. Determine residency of applicants in accordance with UW System Statutes
l. Assign advisors in PeopleSoft
m. Assist students and staff with transfer credit request documents and procedures
n. Analyze and post transfer credits to transcripts in PeopleSoft
o. Process NTW (nonresident tuition waiver) and Beecroft applications
p. Maintain records of receipt of application fees and make weekly deposits with cashier's office
q. Assist students with re-entry applications; process re-entry applications in PeopleSoft
r. Run UWS admission fee payment reports and reconcile deposits with UW System Cashnet payment reports and PeopleSoft reports
s. Update and maintain UW System HELP Majors Online database and UW System EAPP online application database in coordination with UW-Superior PeopleSoft data
t. Work in cooperation with the institutional Research Office to verify accuracy of data and deliver reports in the area of admissions for internal and external constituents

3. **Registration and Enrollment (approximately 5%)**
    Examples of work performed:

    a. Assist students and staff with registration questions and problems both through E-Hive and paper registration
    b. Process withdrawal cards and drop/add with Registrar's Office
    c. Work in cooperation with the Intuitional Research Office to verify accuracy of data and deliver reports regarding enrollment for internal and external constituents

4. **Graduate Program Recruiting and Prospect Data Management (approximately 15%)**
    Examples of work performed:

    a. Confer with prospective graduate students regarding university and graduate programs and policies including admissions and graduate requirements, financial aid and other related subjects. Prepare correspondence related to these subjects
    b. Enter prospect information into Hobsons

c. Provide prospect information to program coordinators. Monitor and record contact of program coordinators with prospects
d. Maintain paper and electronic files of inquiries for Graduate Programs
e. Prepare and distribute follow-up correspondence with prospects
f. Meet with students and families during campus visits
g. Attend graduate recruiting fairs
h. Maintain and update marketing materials for graduate programs in coordination with Marketing Director and Department Program Coordinators
i. Work in cooperation with the Institutional Research Office to verify accuracy of data and provide PeopleSoft based reports related to prospects & recruitment to internal and external constituents

5. **Assist in development and testing of PeopleSoft in the areas of campus community, student recruiting, student admissions, and records and enrollment. (approximately 20%)**
Examples of work performed:

a. Work with Technology Services staff in defining PeopleSoft system requirements related to Graduate Studies, including academic program structure, Communication Generation, electronic load of applications, and development of Graduate Academic Advisement
b. Assist Technology Services with PeopleSoft testing and review of items developed, including patch and upgrade bundles applied
c. Submit and trace tickets to Technology Services for issues/problems and future development and reporting
d. Review Technology Services PeopleSoft reports to enter missing data or confirm accuracy of data. Correct inaccurate data

6. **Office manager (approximately 10%)**
Examples of work performed:

a. Train and supervise student workers
b. Prepare and process purchase orders and work orders; monitor budget
c. Compile data and statistics and assist in preparation of various reports
d. Maintain and update Graduate web site
e. Prepare and review Graduate Council petitions
f. Maintain record of approved Graduate Faculty
g. Record and post minutes of the Graduate Council meetings

h. Maintain and order office supplies
i. Clerical duties as required including filing, written and oral correspondence
j. Perform other duties as assigned by the Dean of Graduate Studies as requested

7. Knowledge and skills required:
i. Ability to maintain a positive work environment which welcomes all
ii. Demonstrate ability to work effectively with a wide variety of constituents, both internal and external to the University
iii. Demonstrated excellence in oral and written communication skills
iv. Proficiency with advanced applications of Microsoft Office and PeopleSoft systems
v. Demonstrated ability to prioritize and supervise multiple projects
vi. Ability to maintain high degree of confidentiality
vii. Ability to work flexible hours at the start of the semester to serve graduate students attending evening classes