Staff Vacancy Announcement

Graduation Advisor/DSO (Administrative Associate IV)

Department: Registrar’s Office
Position: Full-Time
Posting Date: January 2015
Wage: 13.27 per hour (Depending on Experience could start as an Admin Associate III)
Union Affiliation: Montana Public Employees Association

Description
The graduation advisor is responsible for overseeing all degree audit and graduation relations in the registrar and institutional research office. This person reports to the registrar will be responsible for providing oversight of the annual commencement ceremony and advising students regarding their progress towards graduation; serves as Designated School Official (DSO) for SEVIS and current international students; and assists with preparing the annual catalog for the University. During key seasons such as commencement and registration, this position may be required to work outside of normal office hours (including evenings and weekends). This person also assists with front office student customer services as needed.

The position is responsible for:

- Manage and communicate the graduation and commencement timelines and calendars.
- Evaluate, communicate, and advise on graduation audit requests from students and faculty.
- Create and manage communication systems advising degree candidates regarding their graduation status. Confer with degree candidates to resolve deficiency and graduation related decisions.
- Prepare and communicate graduation related reports to various constituents (faculty, marketing, commencement committee).
- Coordinate diploma ordering for degrees and certificates.
- Co-coordinate commencement committee with the registrar. Responsibilities include but are not limited to: preparing for and leading committee meetings, coordinating and communicating with vendors, and managing the commencement budget.
- Develops and maintains training materials related to degree audit and graduation materials. As part of this requirement, this position must research and remain up to date regarding academic policies and procedures.
- Manages the graduation audit systems in Banner and degree verification in the National Student Clearinghouse.
- Working with the Registrar in regards to the development of the annual University catalog including but not limited to: development and communication of the catalog deadlines each year; receiving updates; updating and editing; recruiting secondary editors; reviewing submitted materials for proper approvals, and working with the publication office for a timely production of the catalog.
- Serves as a Designated School Office (DSO) for current international students.
- Other duties as assigned.

Requirements
The successful candidate will possess:

- A bachelor’s degree or related experience.
• Excellent customer services skills with the ability to work with several different constituents.
• Proficiency in Microsoft Office or equivalent programs.
• Detail oriented and organized.
• Excellent written and oral communication; Prefer experience related to communicating complex processes.
• Ability to work effectively under pressure and maintain a pleasant demeanor.
• Ability to coordinate work activities with others.
• Ability to interpret and apply policies and procedures.
• Ability to maintain confidentiality; prefer knowledge of confidentiality policies such as FERPA.
• Preferred experience with student data software.
• Excellent and detailed analysis and evaluation skills.
• Ability to work independently and in a team environment.
• Must be comfortable with basic mathematic skills.

Application

To apply, please complete a State of Montana Job Application, a letter of application specifically addressing the qualifications and responsibilities described above and a detailed resume. Finalists for this position will be subject to a criminal background investigation. Also include the names, addresses and phone numbers of three professional references. Submit application materials by 5 p.m. February 6th to:

Charity Walters  
The University of Montana Western  
710 South Atlantic St.  
Dillon, Mont. 59725-3598

The University and Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report.

Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

_The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, Vietnam era veterans and people with disabilities. This position is eligible for veteran’s preference in accordance with State law. Finalists for this position will be subject to a criminal background investigation._