

The University of Texas at San Antonio

Job Description

Job Title: Graduate Business Programs Coordinator
Code: 13180
Salary Grade: 58
FLSA Status: Exempt
Department/Division: College of Business Office of Graduate Studies
Reports To: Associate Dean of Graduate Studies

Summary

- Function: To provide advanced professional knowledge and advice to graduate students and to manage the daily operations and logistics of major graduate programs.
- Scope: Responsible for recruitment of highly qualified graduate students; and the scheduling, planning, coordinating, and administering of major program events.

Duties

- Typical:
 1. Develop and maintain a dynamic recruiting strategy to assist in the continued growth of the College of Business graduate programs, and provide consistent upgrading efforts.
 2. Plan, organize and attend relevant graduate recruitment events both on and off campus.
 3. Maintain, track and analyze graduate program enrollment trends within software systems, including but not limited to online applications systems, customer relationship management (CRM) software and Banner.
 4. Recommend, develop, and implement new methodologies, tools, and systems to improve operational efficiencies.
 5. Partner with COB Graduate Studies staff to coordinate events specific to graduate programs.
 6. Develop and manage the schedule of graduate program special events.
 7. Develop and manage the production of graduate program recruitment and special event materials to ensure quality and timelines are maintained.
 8. Prepare ad hoc reports as needed.
 9. Work on special projects or other related duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Bachelor's degree from an accredited university	Master's degree from an accredited university

Other Requirements

Required	Preferred
Strong organizational and analytical skills with the ability to assess and interpret data trends.	Preferred experience working with non-traditional student populations and graduate students.
Excellent customer service, communication and interpersonal skills with culturally and ethnically diverse populations.	
Demonstrate problem-solving and project management skills; ability to work independently and as part of a team.	
Results-oriented and have excellent writing and listening skills, outstanding interpersonal and professional presentation skills	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of professional experience in at least one of the following areas: project management, event management, recruitment, and admissions.	Four years of professional experience in project management experience in a university setting.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A
Advanced skills in Microsoft Office.	

Working Conditions

Usual	Special
Usual office conditions.	Some weekend hours required, evening hours required. Flexibility to travel

Supervision

Received	Given
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General supervision from immediate supervisor.	Supervises assigned support staff.
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Accuracy

Proficiency in all phases of assigned duties.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.