

Degree Audit System Specialist Brazosport College

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Posted Nov. 19, 2024, set to expire Mar. 12, 2025

Job Title	Degree Audit System Specialist
Department	Admissions & Registrar
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Nov. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Degree Audit System Specialist

Posting Number: 70914

Position Type: Administrative/Staff

FTE: Full-time

Department: Admissions & Registrar

Job Summary/Basic Function:

The specialist serves as a member of the degree audit and scheduling teams and collaborates with academic departments, Academic Advising, Dean's and department chairs. The specialist is

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responsible for understanding curriculum requirements and translating those into degree audit templates that support student planning and success. Job duties include, but are not limited to:

- Updates degree audit module when new academic catalogs are developed;
- Resolves problems with degree audit rules when issues arise;
- Creating new program degree audit templates, maintaining, and updating program changes to templates;
- Creates and maintains Course Catalog information used for creating class sections;
- Serves as the main contact for staff regarding all matters affecting the Degree Audit part of the student information system;
- Validates detailed test cases are properly executed to ensure software and reports are functioning properly;
- Provides technical and functional support to the college-wide community using the degree audit system;
- Works closely with curriculum forms that have been submitted and approved by the Registrar's Office to ensure accuracy;
- Works closely with the academic advisors, departments, and college offices, to ensure the accuracy of degree requirements, core curriculum data, and college requirements as well as working to resolve any degree audit situations for students, faculty, and staff.

Minimum Qualifications:

The minimum qualifications of this position are:

- Associates Degree from a regionally accredited college or university;
- At least two (2) years' experience working in student personnel administration in a college setting;
- Excellent organizational skills; excellent interpersonal skills; excellent oral and written communication skills;
- Evidence of strong computer skills;
- Ability to meet the needs and concerns of college customers;
- Ability to be flexible, creative, and resourceful while meeting deadlines in a results-oriented environment;
- Other qualities, experiences, and skills that enhance one's value to the institution (exceptional employment or educational experience may be given special consideration).

Desirable Qualifications:

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Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking.

Posting Date: 11/12/2024

Closing Date:

Open Until Filled: Yes

First Pool Date: 11/22/2024

Special Instructions to Applicants:

1. This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed college work.
2. Applicants must include a minimum of three (3) professional references in the reference section of the application.
3. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

To apply, visit <https://employment.brazosport.edu/postings/4531>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Admissions & Registrar



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