Job Title: Graduation Analyst  
Grade: H  
Department: Graduation & Institutional Records Management  
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Audits student records for purposes of degree, diploma, certificate, or Adult High School graduation, to assist with the planning and execution of the College’s two annual graduation ceremonies, and to actively ensure that all graduates of the College meet or exceed the minimum standards and requirements set forth by SACS, NCCCS and CPCC.

Characteristic Duties and Responsibilities:

1. Using automated and manual processes, audits potential graduates’ records against program completion requirements to produce Preliminary Graduation Reviews, which are then mailed to students.
2. Completes final audit of students’ records and certifies those who have met all program requirements as graduates of the appropriate degree, diploma, certificate or Adult High School program.
3. Conducts meetings with potential graduates to review student records and determine if they are eligible to order their appropriate credentials.
4. Ensures all graduates met or exceeded the program completion requirements of CPCC, the North Carolina Community College System, and the Southern Association of Colleges and Schools.
5. Works with faculty and staff in developing creative, proactive solutions to both graduation-related problems and interpersonal conflicts.
6. Maintains electronic file of potential graduates for each term.
7. Researches requests from former students and graduates regarding their graduation.
8. Researches historical student record files to update graduate lists from past years.
9. Serves as active member of appropriate graduation committee (AHS/GED or College) and assist with planning of annual graduation ceremony.
10. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director for Graduation & Institutional Records Management
Direction Given: May occasionally provide functional direction and monitor the work of student and/or temporary employees

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. May 2005
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**Minimum Requirements:**

High School Diploma or GED with additional coursework or training in business administration, computer science, office systems or related field; minimum of 1 year experience with office work and use of computer systems

**Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of mainframe computer system for student records, Datatel’s Colleague system preferred; strong proficiency with Microsoft Word and Excel

Ability to consistently and objectively audit student records using a prescribed set of criteria

Ability to apply regulations, policies and procedures governing program completion

Ability to establish and maintain effective working relationships with those contacted in the course of work, including students, faculty, program chairs, division directors and deans

Ability to communicate effectively

Ability to work well with individuals with diverse backgrounds.

**Working Conditions:**

Typical office environment; may experience occasional discomfort from extensive use of computer display

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