

# **Academic Administrator I - (BME Graduate Coordinator)**

Job ID 250331

Location: Sch Engineering & App Sci

Full-Time

## **Opening**

Full Time 40 hours Grade 052 Biomedical Engineering

## **Schedule**

8:30 AM-5 PM

## **Responsibilities**

### **GENERAL PURPOSE:**

Responsible for all aspects of graduate and/or undergraduate academic administrative matters. Monitors the progress of students toward degree completion, and performs related administrative, advisory, and editorial duties. Assists with activities related to attracting prospective students. May manage the department admission process, informing students of and overseeing department registration procedures. Keeps accurate and complete student records and ensures students complete college requirements. Processes student financial appointments. Serves as liaison between department and college administrative offices. Assists with student life issues, counseling and/or referring students as appropriate. May contribute to or be responsible for spending decisions on student activities and managing the department's operating budget. May arrange special events and/or serve on departmental academic committees. May include supervisory/management responsibilities.

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Oversees the administrative procedures of an academic department. Responsible for aspects of graduate and/or undergraduate academic advising and admission matters, such as registration, class schedules, course catalog, department brochures, grades reporting, and application process. Serves as the liaison between students and faculty for academic records, educational program data support, recruitment and admission, and technological support. Coordinates student activities, awards, and internship opportunities. May recommend and gives input to strategic initiatives. Work closely with faculty across campus like College Center for Advising Services, International Services Office, Career and Internship Center, CARE Network, as well as other academic departments and offices to ensure student's success.
2. Manages the hiring process for students and faculty staff for department. Initiates, develops, enters and manages course schedule for both graduate and undergraduate courses offered by the department. Works closely with faculty for teaching assistant selection process. Tracks the processing of all application and admission materials through various admissions systems for the different educational programs. Utilize systems to manage applicant data, and provide reports and required information to appropriate faculty staff.
3. Represents department during academic open houses, undergraduate and/or graduate fairs. Advises students in academic program and work with prospective and incoming students. Answers queries from prospective students during the admissions process. Connects companies with students for internship and employment opportunities. Invites alumni to engage with current students for career talks.
4. May assist with curriculum management and manage student courses and degree completion plans. Advises undergraduate students in academic program planning. Monitors active student employees in the department. Initiate, develop, enter and manage course schedule for both graduate and undergraduate courses offered by the department. Consults with instructors on various aspects of classroom administration, provides support for the current semester and works with faculty to plan logistics for the next school year. May edit and oversees program course-builds in UR Student for semesters. May create

content and provide updates to department website including most accurate information related to faculty, students, alumni, courses, course offerings, undergraduate academic awards, prize, opportunities and current events. Communicates to students via email and social media about upcoming events, deadlines and opportunities.

5. Resource person for inquiries regarding the undergraduate and/or graduate program at the University. Manages departmental records associated with student & course enrollment. Responsible for all student data associated with program and activities. Develops, manages, tracks and monitors all official, confidential academic records of current graduate and/or undergraduate students for a department ensuring the accuracy, integrity and security of all records. Ensures all course data is entered correctly, accounting for variables such as co-locations, audio-visual requirements; anticipating and resolving conflicts. Responsible for event management and communicates with vendors when organizing events.
6. Works closely with faculty to develop tools for the instruction of their course. Creates training materials to help acclimate new faculty to virtual environments such as Blackboard and Zoom. Works closely with staff to acquire new information, strategize issues, and disseminate information as needed. Ensures classrooms are equipped with the appropriate technologies for in-person teaching and facilitates special needs for virtual instruction. May manage documents for the graduate and/or undergraduate committees, and prepare all necessary information for all faculty to determine outcome results.
7. May be responsible for managing annual budgets for department or program. May process account transactions. May maintain tracking of expenses and assistance in budget planning. May prepare all forms generating stipends, tuition, and health insurance for students. May coordinate expenditures, reviews, approve invoices, and payrolls and other personnel actions.

Other duties as assigned.

## **QUALIFICATIONS:**

Bachelor's degree in education or related field required. 1 year of relevant experience required or equivalent combination of education and experience; Advising experience and program management in higher education preferred. Leadership, excellent organizational skills and attention to detail required. Preferred knowledge, skills and abilities: Excellent communication and interpersonal skills are necessary; Must be skilled with Microsoft Office software, including Outlook, Access, Word, Excel, and PowerPoint; Proficient in database management and reporting software; Experience with student information systems.

*The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.*

## **How To Apply**

All applicants must apply online. [www.rochester.edu/human-resources/careers](http://www.rochester.edu/human-resources/careers)

*EOE Minorities/Females/Protected Veterans/Disabled*

## **Pay Range**

Pay Range: \$23.80 - \$33.32 Hourly

*The referenced pay range represents the minimum and maximum compensation for this job. Individual annual salaries/hourly rates will be set within the job's compensation range, and will be determined by considering factors including, but not limited to, market data, education, experience, qualifications, expertise of the individual, and internal equity considerations.*