

# **Sul Ross State University**

## **Position Description**

**Official Title:** Thesis/Student Support Coordinator

**Salary Group:** 13 Exempt

**Job Code:** 5418

### **Summary:**

**Function:** Assist in the development and delivery of essential elements of student support at the Graduate Center.

**Scope:** Work with team to design, implement, and institutionalize graduate student support and retention strategies.

### **Duties**

**Essential:** Coordinate the student support component of the Title V Post Baccalaureate grant, including academic support for the graduate center students. Develop and oversee promotion of graduate activities and opportunities, including managing the Graduate Center's social media (Facebook, youtube) and website. Collect and assist in evaluation of all data related to lab materials required for grant evaluation, retention strategies. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Non-Essential:** Unique to the particular department and other duties as assigned.

### **Supervision**

**Received:** Reports to the Title V Project Manager/Activity Director

**Given:** Assist in supervising Graduate Fellows and student workers at the request of the Director.

### **Education**

**Required:** Bachelor's degree in English or one of the Graduate Areas targeted by the grant; Master's preferred.

### **Experience**

**Required:** Experience working with college students and faculty, experience developing and administering presentations and trainings to small groups.

### **Equipment/Skills**

**Required:** Experience working with college students and faculty, experience developing training materials and working one-on-one with graduate students to accomplish research and thesis objectives. Excellent oral and written communications skills.

### **Working Conditions**

**Usual:** Exempt from Overtime provisions. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: 02/2015