Graduate Program Manager

Job Purpose: The Graduate Program Manager will support the academic progression of Mines students by providing academic support and advising that fosters the development and educational goals of individual students and encourages and assists them toward the successful completion of degree requirements in a timely manner. In addition, the Graduate Program Manager will administer various academic support services, recruiting and retention efforts, and supplemental instruction offerings in collaboration with academic faculty and administration. This position manages, coordinates, and facilitates the funding and funding processes for graduate students and their faculty advisors. Broadly, the Graduate Program Manager will uphold established national standards for academic advising and academic support whilst upholding the mission of Colorado School of Mines. This is a full time, 12-month, administrative faculty professional exempt position.

Responsibilities:

The Graduate Program Manager will serve to primarily support graduate students while also understanding and providing some support to undergraduate students in Mechanical Engineering, Electrical Engineering and Computer Science by providing support for students, faculty members, Department Head(s) and administrative staff to help educate, train and prepare students for successful careers in their chosen field. This position primarily supports graduate students connected to their faculty advisors, especially those funded by Research and/or Teaching Assistantships (RAs and TAs). This position provides support to the faculty members who are advising these students or those who are supported by them (TAs). The position will manage and execute these procedures and tasks with a high degree of independence in decision making and functioning to create a smooth flow of information and activities between the Graduate Program Manager’s office and the supported departments.

Student Advising and Services (50%) – Essential Function:
This function is to promote student success through advising and support services and will include, but is not limited to, the following:
- Student advising, serving as the primary point of contact of MS non-thesis graduate student body. Develop and utilize a wide variety of advising and communication tools to improve overall services.
- Host new student orientations for incoming students each Fall semester and Spring as needed. Host TA orientations, involving past TAs, to help students transition into their TA roles.
- Accurate and timely assistance/guidance to over 300 graduate students on an individual basis throughout their program of study. Guidance to graduate students is complex and based on specific field of study.
- Liaison for the department graduate program, Office of Graduate Studies, Graduate Student Association, Graduate Council and Graduate Curriculum Committee.
- Work with faculty advisors to determine funding sources, processing the contracts to fund students and using broad knowledge and creativity to advise faculty on the funding of their students.
- Work with graduate faculty committees to make significant catalog changes in CIM and ensuring new program proposals are entered in CIM for Graduate Council review.
- Development and oversight of department specific procedures for the graduate student body in ME, EE & CS.
- Manage data related to the program such as graduate student degree program information, student progress information, graduate student space, plan of study progress, programmatic changes made in committee and any other data related to supported programs and degrees.

Marketing and Recruitment (20%) – Essential Function
This cyclical but essential function is to develop recruiting and marketing events and materials for ME, EE, CS, which will include, but is not limited to, the following:
- Main point of contact for prospective student/family inquiries and visits. This includes the development and maintenance of marketing materials, inquiry tracking system, and communication plans.
- Development of programs and services used to recruit and retain students.
- Development of graduate processes material and information for: orientations, recruiting, information sessions, group visit days, and events that support the vision of the individual departments.
- Co-coordinate Graduate Student Recruitment weekend visits which involves large-scale planning and coordinating individual department visits for ME, EE, and CS – connecting current students and faculty with prospective students and larger campus-wide events.
- Analyze data, identify problem areas, and devise solutions and procedures for the ME, EE & CS departments.

Admissions (20%) – Essential Function
This cyclical but essential function is to manage the admissions process from prospective student information through admission and funding decisions and notifications which includes, but is not limited to, the following:
• Continually support the Graduate Program committees in EE, CS, and ME with the admission process, utilizing the admission tools in AppReview to create applicant data queries, setting up applicant bundles, reviewing MS-NT applications and making admission decisions.
• Provide timelines for application reviews, make all application decisions based on feedback and review of MS Thesis and PhD applicants, and draft and send out award letters and communication to accepted students. Review and make application decisions on combined degree applications for ME. Manage and provide admission decisions on over 400 applications for a Spring/Fall admission cycle.

Graduation and Alumni (10%) – Essential Function
Engage in alumni and graduation events within the departments supported by this position:
• Co-coordinate the Computer Science C-MAPP annual event which provides current students, alumni and C-MAPP partners with an evening of celebration, awards, and recognition of student research through a poster session.
• Co-coordinate the EE Alumni event. This event is an opportunity for alumni to hear about the department, student research and more.
• Support with other events as they arise in relation to graduation and alumni.

Qualifications:
Minimum standards for Graduate Program Manager include a bachelors’ degree from an accredited institution of higher education. Candidate must have at least three years of professional experience with graduate students in an advising, mentoring, or leadership role. As well, all candidates must demonstrate professional oral and writing communication skills, strong organizational and project management skills, strong public speaking skills and proficiency with computer software.

The following are strongly preferred qualifications:
- A masters’ degree in a relevant field such as higher education administration, educational leadership, educational psychology, curriculum and development, etc.
- Employment as a full-time academic advisor and/or academic support or student support specialist in a college or university setting for two or more years.
- Significant event/programming planning skills and experience.
- Advising or teaching experience with an engineering/applied science setting.
- A demonstrable commitment to promoting and enhancing diversity of perspective.
- Strong supervisory skills and experience.

Decision Scope:
The Graduate Program Manager(s) will be entrusted to analyze, assess, and make autonomous academic decisions that impact the progression of graduate degree students and the implementation and delivery of programs and services used to recruit prospective students. Decisions would include
determining and implementing the delivery of program and services for current students, determining and applying appropriate program-specific and university policies, rules and procedures, determining if graduation requirements have been met and providing registration assistance and approval, and individual academic coaching assistance and recommendation. Furthermore, Graduate Program Manager(s) will be expected to program and instruct students in individual and large-scale formats, thus highly influencing the trajectory of student’s progression through school.

**Communications:**
Graduate Program Manager(s) will be expected to communicate with students, colleagues, and faculty on a regular basis. Graduate Program Manager(s) will also present to large groups during registration periods, instructional meetings/programs, and various committees. Accurate, timely, and consistent communication amount constituents listed above is absolutely vital to the position. More, there will be times when Graduate Program Manager(s) will communicate with parents (of prospective students).