Job Description

Job Title: Program Director-Research Graduate Studies
Job ID: 1173
Location: KU Lawrence
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Description

Department: Research and Graduate Studies
Position Title: Program Director, Research and Graduate Studies – Research and Grad Studies
Working Title: Program Director, Graduate Enrollment

Position Overview: This position serves as an executive staff member within Graduate Studies and directs the Graduate Application Processing Center. The Program Director manages processes within the Graduate Application Processing Center. The position reports to the Dean of Graduate Studies.

Job Duties:
30% - Graduate Data Collection and Project Development
Propose, implement and manage projects that will improve data collection and timely processing of student information from prospect through graduation. This work will be accomplished in collaboration with other University offices, including the Office of the University Registrar, Student Information Systems, the Office of Institutional Research and Planning, Information Technology, third-party vendors, KU schools and academic departments.

50% - Process Management
a. Supervise staff and student assistants.
b. Oversee the centralized processing of all applications for graduate study for nearly all Lawrence Campus/Edwards Campus graduate programs.
c. Oversee the online admission decision processing for nearly all Lawrence Campus/Edwards Campus graduate applications.
d. Oversee the processing of graduate application fees. Create a monthly fee report. Work with GS accounting specialist to ensure distribution of application fees to departments. Approve sponsored fee payments for applicants.
e. Oversee the centralized collection of application and admissions data for graduate programs. Work with the Office of Institutional Research and Planning on the reporting of application and admissions data.
f. Institute a Constituent Relations Management (CRM) system for the admissions process.
g. Work with the Assistant Dean to facilitate graduate student recruitment within and among Lawrence Campus/Edwards Campus graduate programs. Activities include the early identification of potential graduate applicants, attendance at recruitment fairs, maintenance of an online recruitment presence, and coordination of other recruitment activities as appropriate.
h. Oversee the progress to degree (Graduate PtD) form process and system updates and improvements. Work with the Office of Institutional Research and Planning on the reporting of progress to degree data.
i. Work with the Dean, Assistant Dean, and Policy Coordinator to revise relevant Graduate Studies policies.
j. Work with the Assistant Dean to coordinate efforts regarding the collection and dissemination of data with the Office of Institutional Research and Planning and other University offices on relevant projects, including admissions data, progress to degree data, and doctoral program profiles.

10% - Communications
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Work with the Dean, Assistant Dean, and other Graduate Studies staff to coordinate communications, including the development and maintenance of a recruitment web presence.

10% - Other Duties as assigned
Assist in the development, supervision, and execution of other special projects at the request of the Dean

Required qualifications:
1. An earned master’s degree from an accredited college or university.
2. Experience or work history that demonstrates strong analytical and critical thinking skills and ability to analyze, summarize, and effectively present data.
3. Experience or work history that demonstrates understanding of current issues in higher education.
4. Demonstrated experience with application, admission, student records, CRM and/or other relevant processing software.

Preferred qualifications:
1. Earned doctoral or terminal degree from an accredited college or university.
2. Demonstrated skills in data-informed decision making processes.
3. Three years of employment experience at the university level in a position requiring broad knowledge and understanding of campus issues and practices.
4. Excellent verbal communication skills.
5. Experience or work history that demonstrates the ability to work independently and also in a collaborative team environment in order to represent the university in a professional manner to a diverse set of internal and external constituents.
6. Excellent written communication skills as evidenced in the application materials.
7. Experience or work history that demonstrates excellent interpersonal skills and ability to work with students, faculty, and university administrators.
8. Experience or work history that demonstrates strong organizational skills and ability to perform detailed work.

Specific Detailed Application Instructions for this position: A complete electronic application will include a detailed curriculum vitae, a cover letter, the names and contact information to three references and a writing sample.

First review date is November 11, 2012.

Salary range $62,000-$65,000

Application Instructions
Applicants are required to complete the online application with all applicable information. Applications should include all relevant work history and all education details (if applicable) even if attaching a resume or curriculum vitae (CV). We strongly encourage applicants to have their cover letter and resume/CV as one document when applying for positions at the University of Kansas. Once you have completed the application form, you will have the opportunity to attach other documentation in the “My Career Tools” page of the Careers Homepage. Please click the “Apply Now” link on this job posting to proceed with the online application. If you have any questions during the application process, please contact us at employ@ku.edu or (785) 864-4946.

Non-Discrimination Statement
The University of Kansas - Lawrence, University of Kansas Medical Center, the University of Kansas School of Medicine-Wichita and its affiliated locations are Equal Opportunity/Affirmative Action Employers.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University’s programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.
Arrangements will be made if you have a disability that requires an accommodation in completing the application form or in interviewing. Please notify Human Resources at (785) 864-4946 in advance so necessary arrangements can be made.