



Connecticut State
Colleges & Universities

Connecticut State Community College
Job Description
Degree Audit Technology Specialist

Salary Level:
CCP 16 (Subject to Willis)

Date Approved/Revised:
2/1/22

POSITION PURPOSE:

Under the direction of the Director of Degree Audit Technology, the Degree Audit Technology Specialist is responsible for the accurate and timely programming, scribing, and updating of all academic programs in a degree audit platform for Connecticut State Community College. This position also involves conducting degree audits for potential graduates and provides critical assistance in administrative support for strategic initiatives to increase degree completion.

SUPERVISORY AND OTHER RELATIONSHIPS:

This position reports directly to the Director of Degree Audit Technology. This position may supervise other administrative and/or clerical staff as needed.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Performs the timely and accurate programming/scribing, documentation and updating of program requirements into the degree audit platform for all academic programs under Connecticut State Community College.
- Works closely with academic leadership to ensure that all programs are accurately scribed in the degree audit platform.
- Assists with testing and managing Degree Works upgrades on a pre-determined schedule.
- Actively participates in all training and professional development workshops designed to implement the degree audit platform for Connecticut State Community College.
- Troubleshoots any issues or errors found to provide accurate information and guidance to students regarding degree completion.
- Manages the organization and tracking of all system information, update requests and completion dates, and provides reminders and reports as needed.
- Generates reports from degree audit platform on student enrollment and graduation data.
- Partners with the Director of Degree Audit Technology to train all Connecticut State Community College staff and faculty regarding the usability of the degree audit platform; communicates updates to the platform as they occur.
- Assists with the development of resource guides, job aids, and other electronic materials to enhance usage and maximize functionality
- Performs official degree audits and certification of graduation applicants, ensuring compliance on all federal, state and institutional requirements regarding transfer credits, general education, prerequisites and catalog years.
- Communicates with candidates regarding any outstanding requirements needed for graduation.
- Works with Guided Pathways Advisors in running degree audits to determine which students are nearing program completion.
- Provides critical administrative support for strategic initiatives to increase degree completion; establishes and maintains graduation application files for enrollment management

- Manages and responds to graduation inquiries from students in all forms including in-person, voicemail, email, and paper correspondence.
- Maintains a commitment to CSCC overarching goals including initiatives encouraging equity and diversity.
- Represents CT State Community College interests at professional organizations at the state and national level.
- May involve occasional evening or weekend work, within contractual limitations.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies.
- Service on assigned committees and task forces.
- Attendance and participation at, committee, staff, informational, and professional meetings at the college and regional level.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)

Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated understanding of a comprehensive community college.
- Demonstrated ability to work in groups, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Demonstrated ability to implement complex projects and programs in support of college objectives.
- Experience in using enrollment management, content management, and project management software.
- Experience with degree audit platforms, including scribing programs and generating reports.
- Sensitivity to and ability to work with the diverse members of the College community, including those with disabilities.
- Effective presentation skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with one to four years of experience in higher education enrollment management; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT:

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences. Reasonable accommodation will be made for incumbents and candidates with physical limitations.