



Connecticut State
Colleges & Universities

Connecticut State Community College
Job Description
Director of Degree Audit Technology

Salary Level:
CCP 20 (Subject to Willis)

Date Approved/Revised:
12/21/21

POSITION PURPOSE:

Under the direction of the Associate Vice President of Enrollment & Retention Services, the Director of Degree Audit Technology is responsible for the development and execution of a degree audit platform used by all students, faculty, and staff of the Connecticut State Community College. This position also serves as the functional lead in conducting degree audits for potential graduates and provides critical administrative support for strategic initiatives to increase degree completion. Provides leadership and collaborates with other Directors and Managers to ensure consistency in executing the enrollment vision of the Connecticut State Community College.

SUPERVISORY AND OTHER RELATIONSHIPS:

This position reports directly to the Associate Vice President of Enrollment & Retention Services. This position supervises the Degree Audit Technology Specialists and Graduation Specialists for Connecticut State Community college, and 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.

- Key member of the Associate Vice President of Enrollment & Retention Services' staff; collaborates with other Directors and Managers to ensure consistency in executing the enrollment vision of Connecticut State Community College.
- Manages the functional configuration, design and testing of degree audit technology for the Enrollment & Retention Services Unit.
- In collaboration with the Associate Vice President of Enrollment & Retention Services, leads the implementation, oversight & all functional aspects for degree audit technology for all campuses within Connecticut State Community College.
- Reviews current processes, evaluates and implements changes for improvement.
- Engages in strategic planning activities to ensure technology platforms are leveraged to support strategic goals and objective of Enrollment & Retention Services.
- Serves as functional lead and liaison to Enrollment Management & Student Affairs (EMSA) technology outside of Enrollment & Retention Services.
- Establishes in conjunction with technology vendor, CSCU system office and college leadership timelines, work plans and deliverables, monitors progress towards goal completion.
- Serves as liaison between end users, CSCU IT staff, and technology vendors; works closely with these partners regarding any maintenance/upgrades/patches required for the proper functioning of the system.
- Partners with IT to test and manage Degree Works upgrades on pre-determined schedule.
- Works closely with academic leadership to ensure that all programs are accurately scribed in the degree audit platform.
- Actively participates in all training and professional development workshops designed to implement the degree audit platform for Connecticut State Community College.
- Develops, schedules, and coordinates training for faculty and staff at all campuses.

- Trains all Connecticut State Community College staff and faculty regarding the usability of the degree audit platform; communicates updates to the platform as they occur.
- Develops resource guides, job aids, and other electronic materials to enhance usage and maximize functionality.
- Partners with other college technology leads across academic affairs, enrollment management and student affairs to identify synergies.
- Establishes the graduation application deadlines for each semester.
- Collects, organizes, and analyzes graduation data for reporting purposes.
- Makes recommendations for improvement to graduation policies and procedures, as well as changes to administrative systems.
- Communicates with faculty, staff, administration, and other and other stakeholders and provides updates on changes to academic policy that may impact graduation and degree requirements.
- Maintain 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 limits.

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

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with three to six years of related experience that includes one to three years of supervisory experience; 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.