

**Staff Assistant  
Education Graduate Program  
Duties**

- Supervise maintenance of all graduate and alternative licensure student files (currently 350 + new admits) on a daily basis
- Supervise the updating and entering of grades for all graduate and alternative licensure students in CEBS (currently 350) each semester
- Evaluate transcripts of students seeking alternative licensure
- Monitor all graduate and alternative licensure admissions to department
- Develop, implement, and maintain an on-line graduate advising system for 350+ graduate and alternative licensure students
- Advise all graduate and alternative licensure students (currently 350) in CEBS
- Meet with, reply to and disseminate information to potential and current graduate students
- Meet with students needing substitutions and prepare for special requests for Graduate Committee
- Prepare Graduate committee reports for submission to Faculty Senate
- Prepare curriculum requests for Education Graduate Program for submission to Faculty Senate
- Conduct graduation checkpoints verification (check coursework requirements and Comprehensive examination roster to ensure all requirements are met for graduation)
- Supervise graduate assistant and student worker
- Develop and provide GRE workshops for potential and current graduate students
- Oversee recruitment of students (i.e. recruitment fairs) for CEBS graduate program
- Update and maintain web page for CEBS Office of Education Graduate Program
- Work with alternative licensure candidates to ensure that all requirements are met to maintain licensure
- Track 100 hours of mentoring for alternative licensure candidates as required by State Department of Education
- Develop, implement, and maintain an “on-line” Graduate Student Orientation Program and Graduate Student Handbook
- Manage all aspects of Transition to Teaching grant budget (\$1M) (travel, mentor/consultant pay, contracts, tuition, etc.)
- Manage all aspects of Education Graduate Program budget (\$68, 317)