

JOB DESCRIPTION:	Degree Audit Specialist		
DEPARTMENT:	Registrar		
REPORT TO:	Registrar		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#400150	DATE APPROVED:	03-MAY-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Manages daily operations and routine functions of specific areas of the Registrar's Office to ensure the timely and accurate processing, retention, processing degree audits, and reporting of official student records.

DUTIES:

1. Processes degree audits for WNMU community. Provides support for the maintenance and documentation of the online degree audit applications system. Works closely with students and advisors to assure proper documentation is obtained for degree audit.
2. Updates student information to ensure accuracy of records and enter academic exceptions. Oversees the ordering of diplomas.
3. Promotes the use of the degree audit system and deliver training materials to the University community.
4. Provides advisors and students email reminders of graduation deadlines when the student is approaching credit hour completion. Assists with graduation ceremony; assist with the awarding of degrees/certification completions.
5. Prepares, analyzes, and distributes a variety of academic majors and degrees. Provides faculty with resource information regarding transcripts and college catalogue.
6. Implements department policies, procedures, goals, and objectives in support of University's goals and mission.
7. Provides a broad range of administrative functions including but not limited to assisting with front counter registration and/or research problems. Assists in answering the phones and inquiries.
8. Updates the National Student Clearinghouse with student degree completion after the main upload has been submitted.
9. Maintains and updates all aspects of Degree Audit Software, due to curriculum changes approved for each new catalog year.
10. Checks curriculum rules in BANNER, Web display for online applications, Module Controls, and update to reflect approved curriculum changes.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree in Business Administration, Education, Public Administration, or closely related field preferred. Associate's degree or experience equivalent to three years full time office management, customer service, or similar work involving data entry required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport

normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)