This is a description of a Wichita State University Staff Position. It is not an announcement of a position opening. To view descriptions of current openings, please go to [WSU Jobs](#) and Search Postings to view positions that are currently accepting applications.

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Wichita State University

Academic Program Specialist (6009N, 6010N)

Job Description

**GENERAL DESCRIPTION OF POSITION**

An Academic Program Specialist performs specialized administrative work in support of an academic department, school or college. This position provides administrative coordination for assigned undergraduate and/or graduate programs, serving as a point of contact to students, prospective students, and faculty on matters related to course management and enrollment, program requirements, policies and procedures, and other administrative matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supports student administration through preparation of tuition waivers, processing course permits, maintaining student files and records, conducting graduation checks, and fulfillment of other student-related administrative requirements.

2. Supports department or college recruitment and admissions process.

3. May be responsible for administration of a direct admission graduate program.

4. Prepares correspondence and mailings to applicants and prospects, maintains applicant records, and organizes information for review by faculty.

5. Communicates with students regarding academic program, prerequisites, and course selection.
6. Notifies students with substandard academic grades and issues.

7. Schedules appointments and prepares student files for advising.

8. Provides support for instruction through administration of course syllabi, class materials, exams, course evaluations, processing course schedules, maintaining course inventory, etc.

9. Enters information into BANNER student database system.

10. Fulfills administrative requirements for appointment of graduate and teaching assistantships.

11. Creates informational materials, recruitment brochures, and web site content describing departmental programs.

12. Coordinates orientation for new students.

13. Arranges and coordinates travel for department staff, faculty, and incoming guests and speakers.

Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
This position requires a high school diploma or equivalent, with four years of experience in office or administrative positions. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

ADDITIONAL SKILLS
Intermediate: Ability to cultivate and sustain relationships with diverse audiences. Ability to organize and prioritize work. Ability to think critically and use independent judgment. Ability to work on multiple tasks simultaneously and pay attention to detail. Strong written and verbal communication skills.

PHYSICAL ACTIVITIES
Sit at a desk and use hand, wrist and finger movements to operate a computer regularly. Talk and listen to students, prospective students and their families as well as colleagues on a regular basis. Must be able to stand and walk around campus and at attended events. Drive to recruitment events as assigned. Lift and carry supplies and equipment weighing up to 15 lbs.

ENVIRONMENTAL CONDITIONS
General office conditions; moderate noise level. This position may require periodic attendance and participation in meetings during evenings and weekends.