

## **COMPLETION ADVISOR**

### **GENERAL STATEMENT:**

Processes all institutional graduation applications, advises students of course needs, and plans all graduation ceremonies

### **REPORTS TO:**

Registrar

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree required

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years' experience in working with records and requirements.

#### **PREFERRED:**

Two (2) years' experience in working with graduation requirements and graduation ceremonies.

#### **OTHER:**

Must have good public relations and customer service skills. Good verbal and non-verbal written communication skills, and must have Microsoft Office and Imaging skills.

### **DUTIES AND RESPONSIBILITIES:**

- Receive, evaluate, and process all graduation applications.
- Update graduate files and application data when new information is received.
- Communicate to graduation applicants keeping them on track to graduate.
- Work with advisors on all campuses to assure students are in the necessary requirements the semester they plan to graduate.
- Work with and track reverse transfer degree completers.
- Work with School Relations Office to encourage students who did not complete graduation to return to TVCC and complete.
- Work on plans to help more students complete their degrees.
- Serve as graduation committee chair.
- Work on a plan to order and track all supplies needed for graduation.
- Maintain confidentiality of student information and records.
- Serve on College committees as assigned
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment
- May require evening or weekend hours
- May require minimal travel

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 06/12/2017*

*Revised:*

JD