

## **Graduate Studies Associate**

### **Job Responsibilities**

The Graduate Studies Associate provides primary leadership in all aspects of graduate program student recruitment, application, admission, scholarships, progression and graduating processes. Assist with orientation for new and returning graduate students. Provides NFLP project manager support and student support in all aspects of the NFLP and other loan forgiveness applications.

- Maintains Data and communication with UWG campus partners in Admissions, Financial aid, Office of Student Accounts, Registrar, and working closely with the SON Business Manager and Dean, Associate Deans, and others as assigned.
- The clinical placement responsibilities include policy development and evaluation of procedures of obtaining, maintaining, and reporting health and professional documents for graduate students and faculty. Administers database for the retrieval and safekeeping of student preceptor qualification information required legally by the Department of Health for THS SON program licensure.
- In partnership with CPS, assure all student placements are entered, reviewed, and approved in

### **Qualifications:**

#### **Required**

- Bachelor's degree
- Required Experience with time management and organizational skills, Strong interpersonal, teamwork, and communication skills. The ability to administer to multiple priorities/meet critical deadlines. Perform with strong technology and software skills and the ability to adapt to change. To be open to shifting priorities in a fast pace environment and be self-directed and a continuous learner.

#### **Preferred**

- College/University Experience
- Master's degree

### **Knowledge, Skills, and Abilities**

- **Abilities:** This role is the senior administrative associate over the graduate program. This role is required to monitor and facilitate admitted status, loan programs, and the confirmation of course fees when applicable. If error is not immediately addressed, the School of Nursing will have financial distress on the operational budget as well as debt that can be passed to students affecting retention, graduation, and future growth of the program.

- **Skills:** Strong interpersonal and communication skills are important. Experience working with diverse groups of people and ability to present a positive image for the School of Nursing and University. Must be able to work independently while functioning as a team member. Effectively coordinate multiple projects in a fast-paced office environment and meet numerous critical deadlines efficiently and effectively.

To review this job and apply through the UWG HR web portal: [Click Here](#)

OR follow the directions below:

1. Go to the UWG HR website <https://www.westga.edu/hr/index.php>
2. Click on career opportunities
3. Click on view all jobs
4. Enter 271125 on the search jobs prompt.
5. This will take you directly to the application page