UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES

Job Description
Coordinator, Admissions/Academic & Student Support Services

The person in this position coordinates admissions; manages financial and student data for the scholarship program; supervises lab personnel; manages communications with students, including maintenance and distribution (paper and electronic) of handbooks and guidelines; organizes the comprehensive examination process; coordinates student orientations; recruits for SLIS, including attending university and professional events and visiting with prospective students at their convenience; and aggregates and reports academic and student data to internal and external constituencies.

The person in this position is responsible for decisions and actions under changing conditions, meet any extra demands of the position, and deal effectively with faculty, staff, students, alumni, university administrators, and the public.

Specific Duties:

• Administration of the admissions process for graduate programs, working as a member of the SLIS Admissions Committee and with the Graduate College in Norman and Tulsa
• Provides assistance with administration of the school’s academic program, including managing orientations for 5033, the comprehensive exam, and the student portfolio; tracking each semester’s enrollment; and acquiring advisers’ permissions for enrollment.
• Administers the school’s scholarship program, updating applications, gathering requested, gathering information on the various accounts, providing spreadsheet information for decision-making, and coordinating with the SLIS administrative assistant in notifying students of awards and disbursing scholarships.
• Provides supervision for maintenance of student records.
• Manages lab monitors, including hiring and supervising.
• Overall supervision and coordination of graduate assistants, including updating applications and arranging for office assignments.
• Coordinates information for students, including policies; procedures; recruitment materials; student handbooks and guidelines (e.g., for
comprehensive examination, thesis, and portfolio options); and catalog copy.

- Prepares, in support of planning and decision making for SLIS reports and analyses regarding enrollment and admissions.
- Coordinates administration of comprehensive examination
  - Processes Graduate College candidacy and authority forms
  - Informs the Graduate College of all changes to candidacy forms
  - Provides exams and instructions for students and faculty proctors
  - Reserves rooms for administering comprehensive examinations
  - Assists in assigning faculty to reading committees
  - Provides each faculty member with printed or electronic copies of student responses
  - Compiles and notifies students and faculty of results
  - Schedules oral exams
  - Report results to Graduate College, students, and faculty
- Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance as appropriate.
- Prepares reports and proposals for external agencies (e.g., the curriculum and student sections of the Annual ALISE Report).
- Responds to inquiries from students and external agencies.
- Actively participates in recruitment activities for prospective students.
- Works with Tulsa-based office staff and student body to perform all previously described duties.
- Attends faculty meetings and takes the minutes.

Revised: April 29, 2009