UNIVERSITY OF SOUTHERN CALIFORNIA

Degree Audit System Specialist
Job Code: 137105

Grade: H
OT Eligible: Yes
Comp Approval: 5/10/1994

JOB SUMMARY:
Codifies program and degree requirements for the Student Academic Record System (STARS). Generates student progress reports, and trains University community on interpretation and utilization of the Degree Audit System.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Researches, codes and updates program requirements for STARS. Maintains and updates record system, as needed.

Researches new and revised information regarding degree requirements through University catalog, academic departments and the Curriculum Department, as needed.

Generates student degree progress reports periodically. Performs tests and generates reports based on new data. Ensures proper functioning of the system based on testing, system modification and confirmation from users. Resolves problems related to STARS reports.

Trains department advisors and faculty on interpretation and utilization of the Degree Audit System.

Interacts with departments in creating new program requirements. Determines adjustments to corresponding coding of degree requirements.

Maintains currency with and interprets University policies and procedures regarding degree requirements.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Bachelor's Degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**
6 - 12 Months

**Minimum Field of Expertise:**
Computer literacy

**Preferred Field of Expertise:**
Knowledge of USC student and academic programs, policies and procedures, and the Student Information System. Knowledge/experience with DARS.

**Skills: Administrative:**
Communicate with others to gather information
Gather data

**Skills: Other:**
Analysis
Assessment/evaluation
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research

**Skills: Machine:**
Computer Network (Department or School)
Computer Network (University)

**Supervises: Level:**
May oversee student, temporary and/or casual workers.

**SIGNATURES:**
Employee: ___________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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