UNIVERSITY OF SOUTHERN CALIFORNIA

Degree Progress Analyst

Job Code: 137120

Grade: I
OT Eligible: Yes
Comp Approval: 2/24/2016

JOB SUMMARY:
Assists with all functions of the Degree Audit Reporting System (DARS) processing for the university and NCAA eligibility. Participates in design and analysis of DARS. Provides statistical analysis and reports for DARS quality control. Provides information and advisement services to students and university departments in the areas of university policies and procedures, transfer credit, degree requirements, diplomas, and exceptions to academic policy.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Assists with all functions of DARS processing for the university. Encodes university and degree requirements and provides daily maintenance and documentation of program changes. Works with faculty and staff to ensure accuracy of data requirements and content. Assists in the resolution of DARS problems and provides solutions. Participates in the design and analysis of DARS. Maintains, tests, debugs, enhances and updates DARS. Provides statistical analysis and reports for DARS quality control. Creates documentation and processes exceptions.

Assists in interpreting and applying NCAA division I rules and regulations related to satisfactory progress for student athletes. Assists in determination of NCAA eligibility. Prepares reports and analysis for review by supervisors, compliance officers, and NCAA eligibility supervisors.

Counsels undergraduate and/or graduate students on issues regarding curriculum, transfer credit evaluation, course and degree requirements, policies, rules governing exceptions, and graduation clearance. Provides resolution to student problems by identifying alternatives and directing students to the appropriate university unit as required. Documents students exception requests as needed.

Analyses and evaluates transfer credit statements and transfer course pre-approvals for students, including general elective credit, course equivalency and/or other course requirements. Provides technical information related to transfer credit application to students and academic advisors.

Prepares and maintains accurate degree progress summaries and records degrees and/or certificates when degree requirements have been met. Provides technical information related to degree requirements to students and academic advisors.

Develops and implements a comprehensive training program for department personnel. Participates in planning and implementing training programs for university staff regarding USC policies and use of interactive computerized processes.
Provides leadership and guidance to counselors and others performing similar work. Provides assistance in problem resolution and interpretation of policies and procedures. Assigns and oversees work of other counselors. Sets priorities and timelines and monitors the work of other counselors. Participates in and/or leads special teams that assist in evaluating, enhancing, and/or creating new internal practices, policies, and/or procedures.

Provides policy and procedural information and clarification to internal and external departments, academic advisors, faculty, staff, and students relating to academic matters such as transfer credit evaluation, course and degree requirements, diplomas, and exceptions to academic policy.

Assists in departmental short and long-term planning. Participates in determination of departmental goals and objectives.

Maintains currency with the university curricula, practices, policies and procedures such as the transferability of course work taken at domestic institutions and/or procedures regarding exceptions to academic policy, readmission, and academic status guidelines.

Maintains student records in a computerized environment and completes report-driven tasks related to the degree audit.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

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

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Experience in and thorough knowledge of counseling and/or academic advisement.
Working knowledge of database, spreadsheet, and statistical software programs. Demonstrated analytical and critical thinking skills.

**Preferred Experience:**

3 years

**Preferred Field of Expertise:**

Knowledge of USC student and academic programs, policies, and procedures and knowledge of the student information system.

**Skills:** Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Research
Scheduling
Statistical analysis

**Skills:** Machine/Equipment

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Personal computer

**Supervises:** Level:

Leads one or more employees performing similar work.

**Supervises:** Nature of Work:

Professional/Paraprofessional