JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Student Program Specialist Senior

Job Code: 7254

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs office duties and coordination in support of student programs or services.

Maintains files indicating student progress, letters of recommendations, transcripts, etc., as required.
Assists students and residents by providing information pertaining to lectures, exams, national board exams, financial aid, textbook procurement, etc.
Interfaces with Student Services in matters concerning grades, transcripts, and student status.
Participates in planning and implementation of orientation for new students or medical residents.
Coordinates schedules or rotations for students and/or medical residents within or outside the college or department.
Interfaces with faculty and/or staff while representing the department in order to explain the program, gather information needed to facilitate scheduling, etc.
Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED.

Experience:

Required: 12 months of office/clerical experience.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing
- Ability to accurately read and understand written materials and instructions
- General office skills such as phone, copying, faxing, filing, and handling mail

Working Conditions

Physical:
Ability to engage in repetitive motion and communicate effectively

Environmental:
Standard office environment.

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