

Pacific Union College

Job Description

Position Title:	Graduation Analyst (Part-Time, 20 Hours per week)	Exemption Status: Non-Exempt
EEO Classification:	3 - Professional	Job Code: 43-6014
Department:	Registrar Office	Position ID: TBD by HR
Reports To:	Registrar	Wage Scale: I-B
Last Update:	August 3, 2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Graduation Analyst coordinates and manages the institutional graduation review process to ensure students meet all academic requirements for degree completion. The position evaluates degree progress, communicates graduation status to students and faculty, maintains accurate graduation records, and supports commencement preparation. Through careful analysis of academic records and collaboration across campus departments, this role helps ensure the integrity of Pacific Union College's academic credentials and contributes to timely student completion.

ESSENTIAL FUNCTIONS

- Coordinates the institutional graduation application and degree audit process for undergraduate and graduate students.
- Reviews academic records to verify completion of degree, general education, major, minor, residency, and institutional requirements.
- Identifies outstanding graduation deficiencies and communicates requirements to students, advisors, department chairs, and academic administrators.
- Collaborates with the Registrar's Office, Academic Administration, Financial Services, Student Financial Services, and academic departments to resolve graduation eligibility issues.
- Coordinates the preparation, ordering, auditing, and issuance of diplomas and certificates, ensuring accuracy of student names, degrees awarded, honors, and official credential information.

- Develops and maintains procedures, training materials, and quality-control measures to ensure accurate and timely degree conferral and diploma distribution.
- Serves as the primary liaison with diploma vendors and internal offices to resolve diploma production, delivery, replacement, and reissuance issues.
- Maintains accurate graduation records within the student information system and related databases.
- Recommends degree conferrals based on completed academic requirements and institutional policies.
- Prepares reports related to graduation eligibility, degree completion, and commencement participation.
- Assists with commencement planning by producing graduate lists, honors determinations, and related academic documentation.
- Interprets and applies academic policies, catalog requirements, transfer credit evaluations, and curriculum changes affecting graduation.
- Maintains confidentiality of student educational records in accordance with FERPA and institutional policy.
- Participates in continuous improvement of graduation processes, documentation, and student communication.

QUALIFICATIONS

Education:

- Minimum Requirements: Bachelor's degree or equivalent combination of education and relevant experience.
- Preferred Qualifications: Bachelor's degree in higher education administration, business, or a related field.

Experience:

- At least 1-3 years of working experience in Academic Records or a similar capacity.

Job Specific Requirements

- Strong analytical and organizational skills.
- Excellent written and verbal communication.
- Ability to interpret and apply academic policies consistently.
- High level of attention to detail and accuracy.
- Ability to manage multiple deadlines and priorities.
- Ability to work collaboratively with faculty, staff, and students.
- Proficiency with Microsoft Office, particularly Excel and Word.
- Ability to maintain confidentiality and exercise sound judgment.
- Familiarity with Colleague or comparable student information systems.
- Knowledge of degree audit processes and curriculum requirements.
- Experience with commencement or graduation operations.

Physical Demands: Requires sitting, standing, walking, bending, and reaching. Requires manual dexterity sufficient to operate computers and standard office equipment. May occasionally lift items weighing up to 20 pounds.

Job Conditions: Frequent computer use, detailed record review, policy interpretation, regular communication with students, faculty, coaches, staff, and external agencies. Periodic deadlines associated with academic terms, athletic eligibility certification, and VA reporting cycles.

Work Environment: Essential duties are performed primarily in a professional office environment with regular interaction across campus departments and extensive use of

technology. Attendance at campus events or professional development activities may be required.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the **Graduation Analyst** job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date