



## JOB INFORMATION

<i>Job Code:</i>	137120
<i>Job Title:</i>	Degree Progress Analyst
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Academic Review/Counseling
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	7 Individual Contributor

## 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 QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in and thorough knowledge of counseling and/or academic advisement.
X		Working knowledge of database, spreadsheet, and statistical software programs.
X		Demonstrated analytical and critical thinking skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Knowledge of USC student and academic programs, policies, and procedures and knowledge of the student information system.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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 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				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.