

Roles and Responsibilities of Graduate Coordinators:

- A. Oversees the application process through the evaluation of applications for admission and works with the department chair and staff with the transmittal of departmental recommendations for admission, degree completion, and exceptions to graduate school regulations
- B. Serves as a program representative and primary point of contact between the Academic Department/Unit and the Graduate College,
- C. Coordinates recruitment and marketing activities or works closely with those who perform these functions
- D. Serves as the initial/temporary advisor to assist potential students with program information and new students with course selections for the first semester of graduate work, and to be a familiar person to whom new graduate students can seek for guidance and advice, and provides schedule of deadlines, counsel and direction to students as they proceed into and through their program
- E. Administers, provides information and in some areas becomes a part of the allocation process for graduate assistantships and scholarships/tuition waivers/fellowships to graduate students
- F. Assures that graduate program operations function in compliance with Graduate College policies and regulations and provides assistance in the implementation of these policies and procedures
- G. Communicates to graduate students and department faculty current University, Graduate College, and Department policies, procedures, requirements, standards (e.g., thesis), and new developments or information pertaining to all aspects of graduate programs in their department/area
- H. Assists in graduate student orientation and professional development of graduate students at the departmental level
- I. Monitors student academic progress and performance in the program, and timely progress towards degree, including approval of Programs of Study and coordination of capstone experiences
- J. Facilitates curriculum/program changes and coordinates periodic review of graduate curriculum
- K. Works with the department chair and other faculty and administrators in maintaining the quality and viability of their graduate program through the coordination of program assessment activities related to the graduate programs and student achievement in their area/department in terms of learning outcomes, placement of students, graduation rate, accreditation applications and compliance, and other program related changes
- L. Problem-solves conflict between professors and students, part-time professors and department, administrators and faculty
- M. In some departments, recruits and mentors part-time faculty
- N. In some departments, participates in scheduling courses for students
- O. Facilitates student and faculty collaboration on research interests
- P. In some departments, coordinate with Distance Learning administrators to arrange classrooms, disseminate program materials, approve instructors, and provide other administrative services.