

1.5 Graduate Services Coordinators

The [Graduate Services Coordinators](#) serves as the principal administrative liaisons between the student, the Graduate Program Director, the graduate program, and the Graduate School. In this capacity, generally the Graduate Services Coordinator:

1. Serves as the initial contact when applicants inquire about the program and directs students to the appropriate resources and relevant faculty as needed;
2. Processes admissions applications, collects all supplemental documents required by individual programs, and submits the materials and recommendations to the Graduate School;
3. Enters appointments for graduate assistantships;
4. Prompts students to meet critical Graduate School milestones to promote retention and timely completion, including preparing Plans of Work, appointing advisory committees, adding and dropping courses, maintaining continuous registration, monitoring graduation applications, and requesting the scheduling of oral exams;
5. Assists students and Director of Graduate Programs in preparing and submitting various forms and documents that require Graduate School approval. These include, but are not limited to, requests for leaves of absence, Graduate Plans of Work, committee appointments, requests for preliminary and final oral exams, grade changes, transfer requests, and reinstatements;
6. Develops proficiency in using the Student Information System (SIS), the Graduate School Information System databases, and other information systems to facilitate all graduate-student-related correspondence with the Graduate School.
7. Oversees the appointment of graduate students to various Teaching and Research Assistantships and ensures that those appointments are entered into the relevant systems in a timely manner.