

Graduate Coordinator Responsibilities

Student Enrollment Services

Coordinate graduate student admissions, including oversight of the evaluation of graduate student applications according to university and program guidelines & requirements.

Evaluate applications, interview prospective students, and extend offers to graduate students and teaching assistants/graduate assistants.

Communicate and manage program inquiries with prospective, new, and continuing graduate students.

Participate in the planning and execution of recruitment events (virtual, on campus, off campus).

Maintain and update program information on webpages and program recruiting materials.

Coordination of Advising

Provide and coordinate comprehensive and holistic advising that helps graduate students navigate challenges/barriers to successful degree completion.

Curriculum Development & Program Management

Oversee and manage the advancement to candidacy AND degree completion process (including comprehensive examinations) to ensure that all university, program, and/or external accreditation requirements are met.

Review and evaluate program curriculum, course articulations/competencies (for transfer students), and course materials to ensure consistent programmatic standards are applied.

Facilitate the completion assessment reports, program review, and/or external accreditation with program graduate faculty.

Lead and facilitate graduate program faculty meetings that discuss and resolve programmatic/departmental issues.

Develop and maintain the Graduate Handbook (policies and procedures) for the Department

Coordinate graduate student award nominations (McConkey Award Nomination and McCrone Graduate Fellowship)

Develop, maintain, and evaluate internship/placement/practicum sites for graduate students.

Review and approve culminating program projects.