Graduate Coordinator Duties (ESPG)

1. Maintain files at dept levels for all graduate students in the program.

2. Ensure that all graduate students meet deadlines associated with selecting advisors and committees, taking comprehensive exams, defending proposals, completing graduate application and thesis forms.

3. Create hardcopy files and spreadsheets for each student and for the cohort and monitor to ensure they stick to guidelines, advise them on best strategies to ensure timely progress, etc.

4. All public announcements with regards to defense are done according to the rules and regulations.

5. All evaluation rubrics for proposal and thesis defense are collected and filed properly and comp exams grades are communication to the students.

6. Follow up with any conditional pass or second attempts and record keeping with regards to these.

7. Annually verify that all graduate students remain in good standing in terms of grades and core classes.

8. Prepare periodic reports to the faculty regarding the progress of all graduate students.

9. Serve as the contact for graduate students who have complaints, petitions or other problems that require the program’s attention, ensuring that the program handbook policies are followed.

10. The ESP Graduate Coordinator must be a member (preferably act as the Chair) of the ESP Graduate Committee and call meetings and set agenda and custodian of minutes

11. Certify graduation (i.e. certifies that this student met all program criteria – taken courses they should be taking including successful thesis defense and completion).

12. Work closely with the Graduate Recruiter to strategize on recruitment, discuss recruitment efforts and status of potential students, organize and represent the department at all Open Houses and Fairs, respond to all inquiries from potential graduate students, and make presentations at colleges/universities to advertise the ESPG graduate program, etc.

13. To act for ESPG in admitting students into Graduate School; i.e.:
   a. to receive documentation for graduate student admission applications,
b. to distribute documents for review of applications with the faculty in the Graduate Committee of ESPG;
c. to liaise between the Graduate Committee and applicants to clarify any questions from either party; and
d. to submit to the Director of the Graduate Office the recommendations of the Graduate Committee regarding admissions of new students.

14. Collect and compile ALC data for student learning outcomes for the graduate program and submit to the chair for the final ALC report.

15. Lead the effort to revise Grad Handbook as needed.