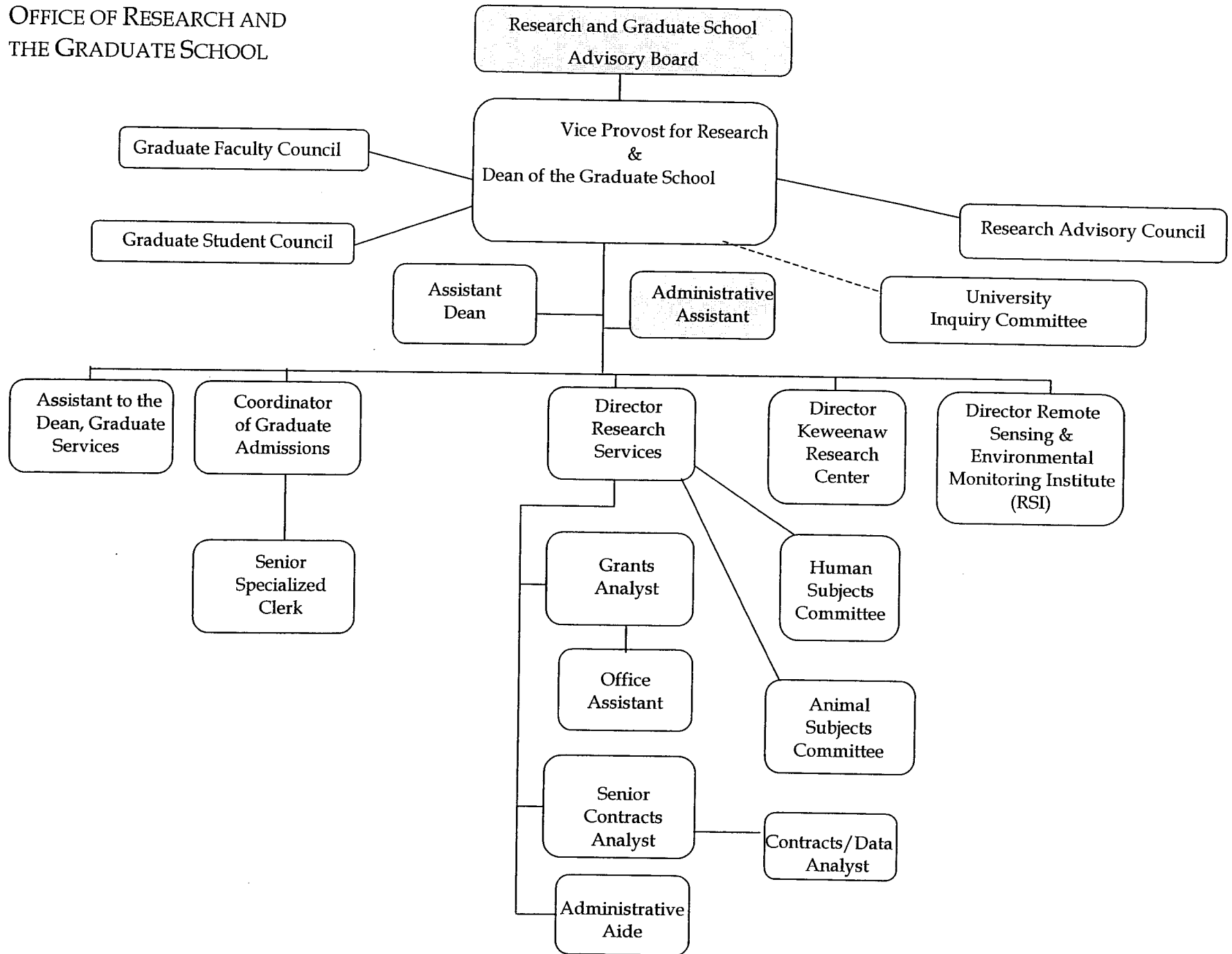


OFFICE OF RESEARCH AND
THE GRADUATE SCHOOL



Dean

- Advocate for graduate education
- Participant in upper-level administrative groups—e.g., Dean's Council
- External high-level contacts & participation (e.g., GRE board, etc.)
- Budget development & oversight
- Program development oversight
- Program review oversight
- Futures planning

Administrative Associate

- Develop, monitor, & reconcile budgets (University & Tech Fund) including general fund, research cost-share, faculty start-up
- Liaison between Dean & advisory board, MTU administration, colleges, schools, & committees: meeting, travel, lodging arrangements as needed; notes, minutes, notifications, etc.
- Management of grad student health insurance subsidy: establishes administrative policy, process check requests
- Resolution of administrative problems, maintains files, responds to routine correspondence
- Coordinates faculty scholarship grant, C2E2, GSC travel grants, graduate program review
- Database records for grad fellowship & cost share support

Assistant Dean

- Coordinating and facilitating day-to-day activities of the Graduate School
- Editing, publications, etc.: Bulletin, web page, annual report
- Database management for grad student support: development and coordination with information from other databases, BANNER, and Institutional Analysis
- Data gathering & analysis, report writing, & policy development: internal and external data—anecdotal, survey, and current & historical statistical data on enrollment, persistence, time-to-degree, availability of funding recruiting, compensation, tuition, advising & mentoring, workload
- Policy implementation: probationary letter, shift in what's counted
- Reading dissertations & attending defenses
- Management of grad student funding: internal fellowship / GA accounts; endowed fellowship accounts (writing solicitations for nominations, selecting recipients) approving nominations for internal support, position allocation; communication with departments, untangle problems
- Strategic planning: participation in NCA, retreats with chairs & board, developing unit plan; projections of enrollment & support
- Workshops & teaching
- Scholarship & research: Specialization in graduate student persistence issues, academic culture and discourse

- Contact with Grad Faculty Council, Grad Student Council, departments, offices, faculty, grad students
- Coordination of recruiting efforts
- Representative MTU grad school externally: Mich Council of Grad Deans, CGS, MAGS, Pew, INSA,
- Change agent

Assistant to the Dean, Graduate Services

- Interpret policy for grad students and faculty
- Process all progress-to-degree forms, waivers of continuous enrollment, grad faculty forms, patent & proprietary rights forms
- Authorize degrees and commencement participation
- Commencement and banquet arrangements
- After first enrollment, keep all student files up to date and archived—paper and computer
- Updates grad tracking booklet
- Continuing contact regarding graduates, degrees, placement, etc.

Coordinator of Graduate Admissions

- Coordinate admission processes from inquiry through first enrollment, including EUP program admissions
- Process admissions to grad school
- Assist Grad Student Council with 1st contact program
- Help develop and implement admission requirements and procedures for new degree programs
- Evaluate international transcripts
- Request and process documents necessary for visa application
- Revise admission materials, letters, postcards, etc.
- Maintain / update files for new / enrolled students
- Review applications for conformance to graduate school and department requirements
- Represent MTU grad school at recruiting fairs
- Write reports, extract data, generate stats from Banner as needed
- Write / update documentation for Banner processes
- Grad School liaison to OSRR and Banner committees
- Test new Banner software
- OnLine web application implementation, testing, & maintenance

Senior Specialized Clerk

- Process & monitor paper graduate school applications ~1800/year, 85% international
- Download & merge on-line graduate school applications ~5/week
- Filter e-mail inquiries to departments ~150/week
- Send paper inquires to departments ~50/week
- Coordinate graduate student support (verify eligibility for grad student employees, approves status forms, update support codes in Banner) ~500/semester
- Primary phone contact—routes incoming calls to Graduate School
- Prepares dissertations for UMI submission & tracks process through return to department