

### **Graduate Coordinator Roles and Responsibilities**

The Graduate College works closely with individual program areas to ensure that program operations function in compliance with Graduate College policies and regulations. As part of this process, the graduate coordinator serves as a representative to the Graduate College in all matters related to graduate education in their program.

Although the nature of graduate coordinator appointments and responsibilities varies throughout program areas, they will have a primary role in working with students and faculty in their academic programs and serve as the primary point of contact between the academic department/unit and the Graduate College. The Graduate College, program faculty, graduate advisors, and students rely heavily on the professional assistance of graduate coordinators.

Graduate coordinators are normally\* charged with these standard expectations:

- Informing and keeping the program's faculty and students up to date with new and current university, Graduate College, academic college, and department policies, procedures, and requirements.
- Playing a vital part in the day-to-day operations of the department's graduate program(s).
- Serving as the primary point of contact between the academic program and the Graduate College and maintaining faculty membership and participation in the University Graduate Committee.
- Serving on graduate committees in their programs or academic colleges.
- Supporting high quality NAU graduate education by serving as the Graduate College representative on dissertation defenses or on scholarship review committees managed by the Graduate College.
- Overseeing and assisting in all curricular matters for the graduate program.
- Coordinating recruitment and admission activities or maintaining close contact with those who perform these functions.
- Overseeing the evaluation of applications for admission and the transmittal of departmental recommendations for admission, academic performance, degree completion and exceptions to Graduate College regulations.
- Providing students with a schedule of deadlines to ensure timely progress within their program and informing them of the policies and processes to follow while completing their degree.
- Supporting student academic performance and timely degree progression by creating Academic Improvement Plans for students on academic probation, approving individual Programs of Study, and overseeing the coordination of capstone experiences and milestones.

- Assisting in graduate student orientation and the professional development activities of graduate students at the departmental/program level.
- Maintaining a working knowledge of the standards within their discipline for a major paper, thesis, dissertation or creative project and communicating those standards to their students.
- Assisting or overseeing the assignment of a major professor or committee chair for graduate students in their program and serving as a temporary advisor for students whom have yet to confirm a major professor, advisor, or committee chair (if the degree requires a major professor, advisor, or committee chair).
- Providing advice and direction to graduate students as they proceed through their program.
- Working with their departmental chair or other administrators in a variety of tasks to maintain the quality and viability of their graduate program.
- Maintaining the Program(s) of Study for each academic program as well as the accelerated program progression plans (if applicable).

\* Some departments require graduate coordinators to fulfill administrative functions such as class scheduling, budget/financial roles, and program development that are not listed in this document.