

Graduate Advising Responsibilities

Prospective Students

- 1) Actively market the graduate program where needed.
- 2) Attend graduate fairs and other graduate program promotion events on and off campus.
- 3) Communicate with prospective students from initial inquiries through admission.
- 4) Administer the programs' enrollment management processes in the CRM.
- 5) Monitor graduate application completions and follow up with partially completed applications.
- 6) Ensure applicants' graduate application files are complete and that they meet minimum university admissions requirements for admission consideration.
- 7) Participate in graduate program applicant reviews and/or interviews upon request of the graduate program committee.
- 8) Communicate prospective student issues with the Office of Admissions and the Office of Graduate Studies where needed.
- 9) Admit students into the program that have been approved by the graduate program committee and meet minimum university admissions requirements or have been approved by the Graduate Council Appeals Committee.
- 10) Participate in prospective student and CRM training provided by the Office of Graduate Studies and the Office of Admissions.

Students

- 11) Implement graduate program orientations.
- 12) Advise graduate students with course selection and registration.
- 13) Advise graduate students with university support issues.
- 14) Track student progression and retention.
- 15) Communicate deadlines and other important program/university information to students.
- 16) Organize student/faculty social events.
- 17) Assist with and track clinical coordination where needed.
- 18) Assist with student events and travel where needed.
- 19) Participate in student support training provided by the Office of Graduate Studies, Office of University Advising, Office of the Registrar, Office of Financial Aid, and Student Affairs.

Graduation/Placement/Alumni Relations

- 20) Communicate graduation application dates to upcoming graduates.
- 21) Implement graduate hooding ceremonies.
- 22) Attend and support convocation for graduate program students.
- 23) Support placement networking opportunities for students where needed.
- 24) Implement alumni relations communications and activities in conjunction with Alumni Relations.
- 25) Participate in graduation, placement, and alumni relations training provided by the Office of Graduate Studies, Career Development Center, and Alumni Relations.

Program Review and Accreditation Support

- 26) Collect and organize program review information.
- 27) Collect and organize program regional accreditation information.
- 28) Collect and organize specialized accreditation information where applicable.
- 29) Support specialized accreditation site visits, where applicable.
- 30) Participate in program review, institutional accreditation, and specialized accreditation training, where applicable, provided by the Office of Graduate Studies and the Associate Provost for Academic Programs and Assessment.

Graduate Program Committee and Director Support

- 31) Support graduate program committees with agendas and minutes.
- 32) Support graduate program committees with budget setting and monitoring.
- 33) Support graduate program directors with expenditures.
- 34) Participate in budget and expenditure training provided by the Office of Graduate Studies, Budget Office, and Bursar Office.