

## **Responsibilities of Graduate Administrators and Directors of Graduate Studies**

### **Equally Responsible:**

- Comprehensive knowledge of graduate student policies—both at the Dietrich School level and in the department's graduate handbook

### **Graduate Administrator:**

- Primary contact for graduate students & Graduate Studies office
- GATS/MATS/DESCARTES/PeopleSoft systems
- Manages TA/TF/GSA/Fellowship allocations
- Submits milestone documents (exam cards, candidacy, graduation certification)
- Maintains student academic & post-grad records

### **Directors of Graduate Study:**

- Assigns students to allocated positions (TA, etc)
- Responsible for overseeing student problems (i.e. medical leave, disability, probation, academic termination)
- Annual program assessments (October 1)
- Annual allocation report (May)
- Revise & update policies & procedures