Department Coordinator

The Department has two full-time staff, the Department Coordinator, and the Department Assistant. The Coordinator can be found in CWAC 160. In general terms, the Coordinator oversees the administrative functioning of the Department and the Assistant supports the administrative functioning of the department and its faculty.

Some of the areas the Coordinator is responsible for:

Courses

- Schedules courses with the Registrar
- Posts course descriptions on the Department website and in the College catalog
- Manages enrollment in Core courses and oversubscribed graduate-level courses

Students

- With the admissions committee, oversees the admissions process
- Organizes new student orientations and prospective student visits
- Communicates with the DOS regarding students' University fellowships
- Manages students' internal and external grant applications and awards
- Manages student teaching applications
- With the DGS, tracks student progress in the program and courses

Financial

- Manages Department accounts
- With the Chair, submits annual operating budget request to the Dean
- With the Chair, submits annual teaching budget request to the College
- Transfers funds between accounts, for example, if funds are promised toward a conference
- Approves GEMS transactions for Department accounts

Faculty

- Posts ads for faculty searches
- Collects and submits annual faculty reports to the Dean
- Attends faculty meetings