Graduate School Seminar Series (GSSS) & New Grad Coordinator Training

Getting Started on the Right Foot…

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Graduate School Seminar Series (GSSS): Graduate Education Administration

- Individual workshops held once a year
- Typically Fall semester
- Various topics
- Attend each workshop individually
GSSS Working Group

- Review the landscape of current trainings offered
- Look at the current method of delivery and suggest improvements (in person, online, etc.)
- Suggest basic knowledge for all coordinators
- Specifically target those who are NEW (within the last 6 mo.-1yr)
- Continue to develop additional training in future years (beginner, intermediate, advanced)
2014 Focus: Design Training for New Grad Coordinators

- Present a basic overview of systems, policies, procedures, and resources
- Introduce Graduate School staff members for specific items
- Ensure a common foundation of knowledge for all Grad Coordinators
- Repeat event each fall semester
- Video capture event
2014 Focus: Design Training for New Grad Coordinators

- Provide just in time, as needed training for all items presented
- More in depth in person workshops/training
- Knowledge Base (KB) document containing screenshots, voice over Power Point, video, online demo, etc.
- Useful websites for more information
Part 1 of 2: Workshop for New Coordinators

- To take place in early August 2014
- Date, time, location: TBA
- Proposed Content
  - Overview of the Graduate School
  - New Coordinator Checklist
  - Recruitment of Prospective Students
  - Admissions: GWIS
  - Minimum Requirements for Current Students
  - ISIS Campus Information System
  - Graduate School forms for Current Students
  - Communications: Grad School to Grad Program
  - Professional Development for Current Students and Grad Coordinators
Part 2 of 2: Workshop for New Coordinators

- To take place in late September/early October 2014
- Date, time, location: TBA
- Proposed Content
  - Admissions: GWIS more in depth, International Credentials Evaluation
  - Tuition remission, fellowships, and funding resources
  - Campus data
  - Academic Assessment of Graduate Programs
  - Minimum Degree Requirements for Current Students
  - Degree granting process
  - E-Warrants
Additional GSSS Workshops

- Will still be offered in person:
  - International funding letters
  - Admissions 1 on 1
  - International credentials evaluation
  - Query Library

- Will transition to online delivery:
  - Forms
  - Admissions 101