**Appalachian State University**

**Hayes School of Music**

**November 19, 2015**

**Proposed Division of Graduate Coordinator Responsibilities**

**Graduate Coordinator for Recruiting/Assistantships**

* Maintain record of all graduate assistantships
* Create graduate assistantship offers no later than March 15
* Create all contracts for graduate assistantships
* Work with graduate office to create budget for assistantship
* Work with Music Therapy coordinator to help assign assistantships
* Check all GA payroll entries and approve payroll (2x a month)
* Call and email all perspective graduate assistants (January-March)
* Plan and travel on recruiting trips (approximately 4 a year)
* Maintain database of all schools in the region with strong bachelors programs
* Maintain facebook page for graduate studies
* Create and mail out recruiting posters (August)
* Maintain webpage for graduate studies
* Meet with graduate students as needed in terms of assistantships (this may include difficult decisions in terms of replacement or termination)

**Graduate Coordinator for Curriculum/Advising**

* Proctor graduate proficiency exams 4x a year (August, December, January, May)
* Maintain record of all graduate proficiency exams
* Meet with students individually to go over graduate proficiency exams
* Serve on Graduate AP and P (1 meeting per month)
* Serve on curriculum committees within the Graduate AP and P (1 meeting per month)
* Serve on fellowship committees and awards committees within the graduate school (several meeting in January-March)
* Prepare AP and P reports as needed for School of Music
* Meet with performance masters students each semester to go over program of study
* Approve program of study for all performance masters students
* Create admission of candidacy forms for all performance masters students
* Administer/proctor graduate comprehensive exams 3x a year (October, March, June)

**Both graduate coordinators**

* Meet regularly to share information
* Provide backup assistance for each other’s responsibilities
* Plan and lead orientation
* Meet with the dean monthly to discuss graduate studies
* Serve on Deans Advisory Council
* Facilitate graduate hooding ceremonies