

## **SOM Graduate Admissions Directors**

Graduate admissions directors have oversight on admissions and recruitment of applicants into their graduate programs. More specifically, graduate admissions directors are responsible for:

- Coordinating the review, interview and recruitment of graduate applicants for their programs
- Being aware of the current curricula in their graduate programs
- Representing their graduate programs as part of the SOM Graduate Programs Committee
- Coordinating admissions with their graduate program director
- Coordinating the number of admitted students with the anticipated number of laboratory training opportunities available in departments associated with their programs
- Representing their program at the semi-annual Graduate School graduate program directors meeting
- Being a member of the Campus Security Authority
- Utilizing access to electronic resources including GradTrak, Banner Reporting Center, the shared Graduate Programs Director folder and the Google suite

Last updated: November, 2019