

## College of Architecture Graduate Liaison Duties

The **Graduate Liaison** is responsible for promoting, administering and maintaining the graduate program.

This list is not intended to be comprehensive. Specific tasks may vary based on division needs or requirements.

### 1. General

- Be an active advocate for the program at division, college, graduate college and university levels.
- Work in conjunction with the division director and graduate faculty.
- Manage compliance with division, college, graduate college and university policies.
- Work as necessary during the calendar year to meet the program needs.
- Be compensated with an annual CoA stipend and/or course release, with approval of College administration.

### 2. Recruiting

- Work with the director and graduate faculty to help develop and implement a recruiting strategy.
- Meet with the director regularly to discuss recruiting actions and program enrollment and retention statuses.
- Work with the director, college administration and the graduate college to identify and allocate scholarships, financial aid and/or GA/TA positions.
- Develop and update recruiting materials to include material of interest for international students.
- Use tools like Graduate Search Service to identify potential graduate students and Prospect to communicate with them.
- Provide materials to update the graduate part of the division website.
- Maintain a graduate program social media presence.

### 3. Record Keeping

- Monitor and manage enrollment and graduation paperwork.
- Create, maintain, store and secure all active grad student records/files (including after graduation).
- Provide relevant information and/or prepare the annual Program Assessment Report as required.
- Prepare any related paperwork required by the college or division.

### 4. Communicating

- Respond to prospective student inquiries in a timely, positive and engaging way.
- Meet with prospective and enrolled students as necessary.
- Forward relative announcements and information to graduate students and division faculty.

### 5. Advising

- Screen applying students with the division admission committee.
- Assist enrolling/entering students.
- Monitor enrolled students' annual progress; specifically conditionally admitted students.
- Assist graduating students.
- Coordinate and monitor comprehensive finals.
- Monitor appeals, petitions and other degree certification processes as necessary.

### 6. Representing

- Attend the mandatory Fall and Spring OU Graduate College Graduate Liaison meetings as the division representative.
- Attend CoA Graduate Curriculum and Research Committee meetings as the division representative.
- Attend other CoA, Graduate College or university related graduate program meetings or training as necessary, as the division representative.