



Position Description

Position Title: Director of Graduate Studies, School of Education

Department: School of Education

Reports to: Dean

- Present a professional and positive presence as the key person to assist students, faculty, guests, and university personnel involved in the School of Education's graduate-level classes.
- Manage graduate course schedules, faculty teaching, and student advisory committee work.
- Work with the SOE Graduate Studies Coordinator, key state and school district personnel, and other School of Education administrators to develop and revise endorsement program offerings and curricula.
- Manage aspects of graduate student recruitment, enrollment, acceptance, and advising. Monitor graduate student retention, program completion, and graduation.
- Support funding, research, and presentation opportunities for graduate programs, and for graduate students and faculty members.
- Prepare program evaluation, accreditation, and other related reports; maintain program documents; sustain program evaluation.
- Represent the interests of SOE graduate programs in developing university policies and procedures.