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.