Appointment of a GC II or GPA

Background
Approval from The Graduate School or its delegate(s) is to ensure a smooth transition with the responsibilities of the position. A Graduate Coordinator II (GC II) or Graduate Program Administrator (GPA) position should be filled with an individual who has some direct experience. Filling the position with someone who has no experience with the workings of The University does a disservice to the program, the Grad School, and more importantly, students in the program.

A review of the potential hire by The Grad School is to verify that the individual has the relevant experience to seamlessly take over the position. Individuals who enter the GC II or GPA positions from outside UT or without related experience at a time that is critical to graduation or admission may create a drain on resources or delay some time-critical processes. So we want to avoid delaying someone’s graduation, or, in the instance of admissions, delay someone’s admission decision because someone is not yet trained in those processes. A GC I would understandably be new to the position and maybe even to UT. A GC II should know these basics already and maybe a bit more. A GPA should have extensive knowledge and several years of service as a GC II.

Process:
• Program should alert the Graduate School of their intent to use one of these two titles prior to posting the position.
• Job postings should include the relevant experience necessary (experience as a GC, experience at UT, equivalent position elsewhere, etc.).
• Once the program has narrowed down the candidates, applicant’s materials should be forwarded to the Graduate School.
• Graduate School delegates will review and make a recommendation to the program.