For New Graduate Coordinators

Welcome to our community!

Contact Tom Atchity (tomatchity@utexas.edu) to be paired with a mentor, and to find out about the events for new GCs organized by the Mentor Committee.

We also encourage you to attend as many GCN meetings as you can (see the Events Calendar for dates), and to make use of the GCN listserv (visit https://utlists.utexas.edu/sympa/info/gcnetwork and click Subscribe to be added to the list). Please read the listserv etiquette page before you dive in!

The Graduate School has lots of information for GCs on their website: https://gradschool.utexas.edu/advisers-and-coordinators and if you can’t find what you are looking for there, here is a list of contacts at the graduate school: https://gradschool.utexas.edu/about-us/staff-directory

There are many online tools and databases that will help you do your job. The Resources page contains a task time line, templates, and a list of useful logins. This list was created by current graduate coordinators in Fall 2014 to help you get started. It is by no means exhaustive or complete, and you may not need all of these permissions depending on how your department is organized. Please send any updates to Char Burke at Char.Burke@austin.utexas.edu