POSITION TITLE: Manager of GSAS Programs and Assistant to the Dean of the Graduate School of Arts and Sciences

REPORTS TO: Dean of Graduate Studies

Position Objective

The Manager will be responsible for the oversight and execution of all administrative operations for the Graduate School of Arts and Sciences (GSAS) as well as progress-to-degree academic support for students and faculty. The Manager will serve as the primary liaison between the students and the major administrative offices on campus. They streamline a broad range of issues on behalf of faculty and students to resolve matters in a timely fashion. The Manager partners with the Admissions and Communications team to help develop and deliver a cohesive recruitment and operations plan to promote the excellence of graduate studies at Bryn Mawr College. They support the overall administration and operations of the GSAS office.

RESPONSIBILITIES:

OPERATIONAL ADMINISTRATIVE RESPONSIBILITIES
- Support the Dean of GSAS in the overall operation of the School, including problem solving and analytical support for the day-to-day operations of the Dean's Office
- Serve as office manager for the Graduate School.
- Supervise two staff members as well as student assistants in the GSAS office.
- Enter all Teaching Assistants and Graduate Assistants into the student employment system.
- Serve as primary liaison with members of the Bryn Mawr community, including but not limited to the Registrar's Office, Admissions/Financial Aid, Controllers and Budget Offices, Academic Programs with graduate degrees.
- Provide oversight and management of the GSAS operating budgets. Use the College's financial system to monitor and report on the unit's budgets and expenses.
- Administer all fellowship payments, grants, stipends, and tuition awards for about 80 GSAS students.
- Purchase supplies and initiate payments to external vendors and contractors using the College's procurement system.
- Manage all types of expense reimbursements and allocate multiple monthly credit-card transactions/ statements and campus purchasing-card statements.
- Responsible for the delivery of all communication from the GSAS to students, faculty, and the BMC community; reminders of processes & procedures, deadlines, events, etc.
- Maintaining all student files in On Base and in the GSAS Office. Provides oversight of student information of a highly confidential nature.

ACADEMIC ADMINSTRATIVE RESPONSIBILITIES
- Work closely with the Office of the Registrar on matters related to student records, registration, and degree completion.
- Enter all student milestones into the Student Information System (SIS) and update students' permanent files.
- Provide oversight for GSAS staff member(s) who work with the Graduate Faculty on the submission of written grade evaluations, the results of language examinations, and Teaching Assistant evaluations.
- Manage AB/MA application processes and track fulfillment of AB/MA requirements.
- Oversight of Registration and Declaration of Full-Time Study.
- Work with Graduate Programs to coordinate Preliminary Examinations and Dissertation Defenses.
- Coordinate with the Outside Chairs of PhD Supervising Committees.
- Process applications for MA and PhD Candidacy.
- Process dissertations for graduating students to ensure that documentation required by the GSAS Academic Rules is submitted on time; receives and reviews dissertations for proper form and completeness.
- Provide general support and advisement to students on GSAS handbooks, guidelines, processes, and rules.

ADMISSIONS
- Promote the excellence of GSAS during all interactions with prospective applicants with thorough knowledge of all programs and aspects of GSAS.
- Assist in the development of a communications and marketing plan- such as in-person campus visits, web, phone, print, and social media.
- During the deadline-driven admissions and financial support process (January-April), the Administrator is responsible for distributing all applicant files to Departments, serving as the intermediary between GSAS and the Admissions Office. Manage admissions decisions for approximately 130 total applications.
- Administer admissions decisions in Slate and review all offers/letters of admission. This task involves managing admissions offers and coordinating closely with the Graduate Directors across 6 Departments, on very specific financial support terms requiring a high level of attention to detail and follow-up.
- Manage student responses- start matriculation process, create a permanent file for student, and ensure all legal paperwork is in order.

FINANCIAL SUPPORT FOR CONTINUING STUDENTS IN GSAS
- Manages allocation of financial support for every eligible GSAS student.
- Generate annual letters to accepted students outlining the terms of their financial support.
- Track awards for budget and budget projections.
- Manage fellowship payments with Accounts Payable.

PROGRAM and EVENT PLANNING
- Work closely with the student leadership of the Graduate Student Association (GSA)
  - work with GSA to secure an annual budget ($1,000) from the College.
  - manages GSA budget and expenses.
  - Assist GSA and Dean with the organization of the Peer Mentoring program and other community-building events.
- Assist the Dean with the organization of the New Student Orientation and the TA Orientation in August.
- Produce Welcome Packets for New Incoming Students and New Student Orientation.
- Organize the Welcome Back Picnic in September.

SKILLS, ABILITIES, EDUCATION AND EXPERIENCE:

SKILLS AND ABILITIES
- Self-directed, independent worker.
- Ability to prioritize and proactively ask clarifying questions.
- Excellent oral and written communication skills.
- Customer service skills when working with faculty, students, visiting lecturers, and other constituent groups and polished interpersonal skills with the ability to work constructively and effectively with College administration, faculty, and staff.
- Ability to multi-task and work with multiple priority audiences, e.g. faculty, students, staff and administrators. Flexibility and ability to respond to changing priorities.
- Superior organizational skills with the ability to prioritize and work effectively in a complex environment for multiple supervisors.
- Familiarity with PC or Mac computing environments.
- Proficient with computer software packages, including but not limited to all programs in the latest version of the Microsoft Suite. Experience with and/or an aptitude for learning management systems, web editing software, and enterprise systems including but not limited to JobX, OnBase, Slate, Blackbaud's Financial Edge, Peoplesoft (AKA Bionic), E-Market. EMS, etc.
- Facility with social media tools and outlets.

EDUCATION AND EXPERIENCE
- Bachelor of Arts degree required.
- 3-5 years of higher-education administrative experience.