Patricia Goggans
Program Administrator – Biomedical Sciences & Biotechnology Programs/Biomedical Science Graduate Certificate/Research Management and Compliance Graduate Certificate/Events Coordinator
Supervisor: Inge Wefes (new BSBT Director to be filled)

Recruitment/Admissions/Matriculation Process

Responsible for all aspects of administrative management for the BSBT master’s programs and two graduate certificate programs, including:

- Prepare scheduling, registration, and advertisement of recruitment webinars
- Monitor and organize applications to BSBT master’s programs (General, Microbiology and Immunology, Structural Biology)
- Monitor and organize applications to graduate certificate programs (Research Management and Compliance, Biomedical Science)
- Assist prospective students with application and admission questions and understanding graduate admission procedures and policies
- Upload applications and distribute to BSBT program directors
- Monitor application review process; communicate with program directors regarding application questions, updates, decisions; schedule interviews and communicate with applicants on a regular basis
- Prepare/submit admission folders to the Graduate School Admissions Office for BSBT programs and graduate certificate programs

Student Progress

- First point of contact for all BSBT master’s degree and non-degree students (certificates)
- Continuously monitor student progress to ensure deadlines are met and graduations requirements are completed
- Prepare paperwork for graduate faculty appointments for all BSBT Programs
- Ensure proper and timely submission of applications for candidacy and exam requests
- Prepare and distribute flyers for Internship presentations/Thesis Defenses
- Maintain and update student and alumni roster
- Prepare documents for credit transfer, non-degree permission forms, grade changes, leaves of absence, program transfer, program withdrawal
- For each term, schedule at least one one-on-one and group meeting for each student with Program Director, and more as needed, and at least two cohort meetings
- Set up cohort welcome gatherings and program graduation celebration
- Order and assemble graduation gifts for all graduates

Communication
Regular meetings and open communication with Program Director
Initial point of contact for all student and BSBT course issues
Share resources for emotional/mental health and financial support
Relay information to students/alumni about career development seminars, internship opportunities, job opportunities, and program-related information

Program and Course Coordination and Administration:

- Primary point of contact for BSBT course directors/instructors for scheduling courses and student issues/concerns; Canvas troubleshooting for students and course directors
- Communicate about scheduling of course, delivery method, and any special needs/requirements
- Reserve appropriate classrooms and arrange OIT and Facilities support services
- Build courses in CUSIS
- Monitor course registration, including non-degree and tuition-waiver students
- Order supplies and prepare materials for course directors and presenters
- Proofread, copy, and bind booklets and brochures

Event Coordination:

Coordinate logistics and implementation for Graduate School events

- Responsible for the operational and fiscal management of official events for the Graduate School
- Allocate, reconcile, and safeguard university credit card statements
- Process reimbursements and travel expenses related to attendance at scientific meetings and/or destination courses
- Responsible for contract negotiation, contract review, contract cancellation and renegotiation where necessary
- Responsible for vendor, venue, transportation, catering selection
- Monitor event registration and communicate relevant information to registrants/participants

Major events:

- 2022 WAGS Conference
- Colorado Statewide 3MT Competition
- Spring and Fall Commencement

Administrative Assistance:

Graduate School – general:

- Procuring of plaques, awards and promotional items for collegial recognition
- Assist with general administrative and search committee responsibilities