

Patricia Goggans

Program Administrator, Biomedical Sciences & Biotechnology Programs/Biomedical Science Graduate Certificate/Research Management and Compliance Graduate Certificate

Events Coordinator, Graduate School

Supervisor: Tamara Terzian and Jennifer Richer

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