Associate Dean for Graduate Student and Postdoctoral Affairs at The Graduate School

The **Associate Dean for Graduate Student and Postdoctoral Affairs at The Graduate School** serves as a senior leader, offering counsel to the Dean of TGS and Associate Provost for Graduate Education. They provide leadership for the Student Services Office, the Student Engagement Office, the Graduate and Postdoctoral Professional Development Office, the Office of Postdoctoral Affairs, and the Training Grant Support Office.

The Associate Dean is a tenured faculty member, and the position is budgeted as a half-time appointment.

As a member of the Dean’s leadership team, the Associate Dean fosters and maintains open communication among TGS, our graduate programs, partners and students. They facilitate collaboration between units that manage student and postdoctoral affairs, supervise unit directors, and make decisions about graduate student policy, including petitions for policy exceptions, milestone extension requests, program exclusion appeals, and probation and exclusion decisions.

In addition, they adjudicate academic integrity cases and address student and postdoctoral grievances/conflicts, working with Directors of Graduate Study, deans of partner schools, and other University offices as needed to resolve complex issues.

The Associate Dean works closely with all graduate programs and participates in TGS Academic Affairs Progress Review for PhD, MFA, and TGS master’s degrees. They chair internal grant selection committees and secure faculty to serve on these committees, which include:

- University Research Grants (including the Graduate Research Grant)
- Presidential Fellowship
- John Nicholson Fellowship
- Management for Scientists and Engineers
- Business for Scientists Executive Education

As an advocate for graduate students and postdoctoral fellows, the Associate Dean attends the Director of Graduate Study and Administrative Board meetings as well as Research Deans meetings. They act as TGS representative at special events.

**Qualifications:** This position will be filled by a tenured member of the graduate faculty at Northwestern University with an exemplary record of teaching and mentoring and with demonstrated academic leadership experience.