

## Academic Affairs

**email:** tgsacademicaffairs@northwestern.edu

- Leads biennial Academic Affairs Review meetings with each graduate program to discuss program goals and administration, diversity and inclusion, learning outcomes and student progress, professional/career development, and alumni engagement.
- Coordinates admissions funding nominations and selections.
- Maintains the Interdisciplinary Graduate Assistantships application portal and process.

## Admissions & Recruitment

**email:** tgs-admissions-staff@northwestern.edu

- Develops and maintains admissions policies, procedures, and best practices, including setting minimum application requirements and application deadlines.
- Provides systems expertise, training, and support for TGS customer relationship management (CRM) and application system (CollegeNET) and admissions-related CAESAR functions.
- Receives, processes, and verifies all official transcripts for incoming students.

## English Language Programs (ELP)

**email:** elp@northwestern.edu

- Administers proficiency testing for TGS; works with staff to navigate program requirements.
- Sends data to programs on student progress toward fulfillment of TGS's spoken English proficiency requirement, determining eligibility for TA/GA funding.
- Connects international students and postdocs at every stage of graduate study with services, including orientation programs, group courses, individual instruction, language software support, and conversation practice.

## Finance & Business Operations

**email:** tgs-fit@northwestern.edu

- Performs financial planning and analysis.
- Prepares and oversees annual TGS student funding and operating budgets, allocates student funding budgets to partner schools, and prepares quarterly forecasts.
- Approves all expense and payroll transactions for TGS funds.

## Office of Diversity and Inclusion

**email:** TGSDiversity@northwestern.edu

- Actively recruits underrepresented minority (URM) TGS students.
- Enhances the retention of URM students and postdocs through various programs that foster a sense of belonging and community.
- Advocates for URM students and postdocs with faculty and staff.

## Office of Student Life

**email:** lauren-ashley.buchanan@northwestern.edu

- Supports, approves, and advises TGS-affiliated student organizations.
- Oversees the U-Pass transit card program, TGS legal consultation services, TGS Commons, and community building initiatives.
- Liaises with campus partners regarding graduate student-specific resources.

## PhD Professional and Career Development

**email:** aubrey.korneta@northwestern.edu

- Helps PhD students develop the skills, knowledge, and experiences to support their success on campus and in their careers.
- Collaborates with University partners to develop robust skill-building programs and resources.
- Conducts outreach to raise the visibility of and increase engagement with professional development opportunities and resources at Northwestern.

## Student Funding

**email:** tgs-fa@northwestern.edu

- Advises and supports TGS programs on monthly stipend payments, quarterly tuition awards, and annual health insurance subsidies.
- Hosts trainings and events to share updated funding policies and best practices.
- Performs monthly and quarterly audits to ensure consistency and accuracy in all funding-related matters.

## Student Services

**email:** gradservices@northwestern.edu

- Advises and supports TGS students, program staff, and faculty on academic policies and procedures.
- Maintains academic records, provides registration assistance, awards degrees quarterly, runs the quarterly probation process, manages the traveling scholar programs, provides Graduate Student Tracking System (GSTS) support.
- Oversees competitions and award process for internal grants and fellowships.

## Dean of Students

*for crisis and emergency situations*

The administrator on call (AOC) ensures students in distress receive appropriate referrals and support. Call **847.491.8430** (Mon–Fri 8:30 AM – 5:00 PM) or **847.467.3002** (after hours).