Unit Overview for Program Staff

**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 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.

**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.

**Dean of Students**
*Email: TGSDiversity@northwestern.edu*

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).

*Last updated: October 23, 2023*