

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 Graduate & Postdoctoral Success (GPS)

email: gps@northwestern.edu

- Provides intentional recruitment programming/outreach for prospective graduate students.
- Actively engages with graduate students and postdocs through peer mentorship opportunities, quarterly community events, and the Bouchet Honor Society.
- Conducts faculty workshops to promote a healthy and supportive academic environment.

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 Progress Systems 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).