

Policy and Procedure Arizona State University		Number SWK 109
Manual Social Work	Section Faculty Council/Governance	Page 1 of 1
Subject Ph.D. Program Coordinator		Effective 8/18/87 Revised 5/3/00

PURPOSE: To Define Duties of the Ph.D. Program Coordinator

SOURCES: Faculty Council

APPLICABILITY: Ph.D. Program Coordinator

Policy: Ph.D. Program Coordinator Job Description

A. Recruitment and Admissions

1. Oversees recruitment efforts.
2. Annually revises recruitment information and materials.
3. Oversees the admissions process.

B. Student-Related Tasks

1. Plans and coordinates new student orientation.
2. Serves as Faculty Advisor to all PhD students through Qualifying Exam.
3. Attends summer commencement.
4. Develops and monitors Graduate Assistantship positions.

C. Curriculum Responsibilities

1. Chairs PhD Program Committee.
2. Recruits and assigns faculty to teach PhD courses.

D. School Responsibilities

1. School representative/liaison to Graduate College and College of Public Programs.
2. School representative to Group for the Advancement of Doctoral Education organization.