

GBS Office

Curriculum/Website

Jessica Stephenson

- First year course administrator
- Course catalogue management
- Maintain curriculum grids
- Conduct IDEA course evaluations & distribute
- Maintain all syllabi & evaluate teaching hours (per faculty)
- CANVAS administrator
- Create faculty guides for course management & grading
- Collect & collate scholarly activity each semester
- Manage GBS web site
- Track student progress to degree

Events/Communications

Alyssa Zasada

- Coordinate GBS events (orientation, recruitment, research symposium)
- Facilitate application and admission processes
- Recruit prospective students
- Manage GBS email, social media, branding
- Coordinate communications with current and prospective students
- Develop and maintain connections with alumni
- Interact with UAB Student Affairs & International Office

Finance/HR

Felita Milon

- HR, budget, finance oversight
- Student on- and off-boarding
- KRONOS monitor/editor
- Admission to candidacy
- Application for degree
- Leave of absence
- Withdrawal & dismissal
- Mentor selection
- Tuition payment
- Registration deadlines
- Displaced students
- Data management
- Training grant management
- Monitor GBS/MSTP Faculty lists and training status

Process Management

Nan Travis

- Academic appeal processing & follow-up
- Transfer student management
- Readmission from leave
- Rotation management
- Effort reporting management
- Change of theme processing
- Committee documentation
- Set & attend monthly meetings (all themes)
- Student probation liaison
- GBSO liaison
- Dissertation defense dist.
- Admissions file handling

Associate Dean

David Schneider

- Oversee office staff
- Direct and approve policy changes/enforcement
- Lead new program development
- Revise & approve handbook/policy changes
- Cooperate with theme directors & chairs for program guidance
- Innovate marketing and outreach methods

Theme Management

Theme Directors

- Oversee all theme-specific curriculum
- Work with Assoc. Dean to improve GBS PhD training
- Professional development advisor to theme students
- Monitor theme-student progress, performance & compliance (data provided by GBS office)
- Lead theme meetings

Office Administrator/HR

Emily Anderson

- Answer main GBS phone line
- ACT document entry/follow-up
- Maintain electronic student records
- Payment request entry/follow-up
- PO/requisition entry/follow-up
- Manage Carmichael Scholarship
- Oversee mail distribution/office supplies/copier stocking