

GBS Office

Curriculum & Website

Jessica Stephenson

- First year course administrator
- Course catalogue management
- Maintain curriculum & training plans
- Conduct IDEA course evaluations & distribute results
- Facilitate all syllabi & evaluate teaching hours
- CANVAS administrator
- Manage faculty guides
- Collect & collate scholarly activity each semester
- Manage GBS website
- Track student progress to degree
- Manage registration updates & issues
- Tutoring services
- Application for degree

Admissions & Events

Alyssa Zasada

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

Finance & HR

Lakesia Battle

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

Process Management

Nan Travis

- Academic appeal processing & follow-up
- Transfer student management
- Readmission from leave
- Rotation management
- Effort reporting management
- Committee documentation
- Manage monthly theme meetings
- Manage student probation
- GBSO liaison
- Manage dissertation defense process

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
- Advise students

Theme Management

Theme Directors

- Oversee all theme-specific curriculum & admissions
- Work with Associate 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
- Advise students

Office Administrator & HR

Keondria Moon

- 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
- Manage calendar requests