**LFS Graduate & Postdoctoral Studies Office www.landfood.ubc.ca/graduate/**

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| **Associate Dean, Graduate & Postdoctoral Studies** **Dr. Sean Smukler**Room 123 MacMillanPh. 2-2795**sean.smukler@ubc.ca** | **Administrative Manager****Shelley Small**Room 293 MacMillanPh. 2-4983shelley.small@ubc.calfs.gradmgr@ubc.ca | **Graduate Admission & Administrative Coordinator****Lia Dragan**Room 291 MacMillanPh. 2-8373lia.maria@ubc.calfs.gradapp@ubc.ca | **Program Assistant****Iris Li**Room 291 MacMillan[iris.li@ubc.ca](file:///C%3A%5CUsers%5Cshell%5CDownloads%5Ciris.li%40ubc.ca)lfs.gradasst@ubc.ca |
| * Provides leadership to the LFS Graduate & Postdoctoral Studies office.
* Conflict Resolution and PDF Coordinator for LFS.
* Represents LFS on the G&PS Policy Committee.
* Chairs LFS Graduate Advisors Committee.
* Mediates conflict resolution between students and supervisors.
 | **Supervises G&PS Office staff****Graduate Students*** Orientation for new students, LFS grad student peer program (matches new/incoming students)
* Coordinates directed studies proposals
* Complex situations concerning graduate students (academic concession,supervisor/committee issues, truancy, etc.)

**Postdoctoral Fellows*** Administers Killam Postdoctoral award competitions
* Maintains LFS PDF website

**Timetabling/Scheduling Rep*** Course and exam scheduling for all LFS graduate courses

**Budget*** Prepares and monitors budgets for, LFS Graduate Student office, LFS Graduate Student Council, LFS Scholars Seminar Series

**LFS Scholar Seminar Series*** Provides admin support such as advertising, scheduling, reimbursement/honorarium processing, room bookings. Maintains budget and expenditures.

**Awards Management*** Endowed awards, annual funded, program funded.
* Assigning & monitoring annual GSI allocations.
* LFS Graduate Student Travel Award
* Oversees LFS Graduate Student Teaching Assistant Award
* 4YF – oversees annual 4YF competition
* Works with programs and development office to identify new award prospects
* Maintains annual awards funding spreadsheet.
 | **Prospective Applicants*** Advises prospective applicants, pre-application evaluation at request of faculty to confirm admission/scholarship eligibility
* Manages and oversees applications/admissions (E-Vision and Synapps) for LFS graduate programs

**Graduate Students*** Overseeing graduate progress
* Scheduling annual check-in with research graduate students
* Advising/providing guidance & direction to students
* Maintains/updates LFS grad student database, electronic files, prepares applicant/graduate student stats
* Collects and processes documentation such as: Advancement to candidacy, Extension requests, Program completion forms, Leave requests, Doctoral exam documentation, Voluntary withdrawals, Change of registration, grade changes
* Assigns graduate student study space (MCML)

**Orientation for new faculty members*** Provides eVision orientation to new faculty members

**Communications*** Manages LFS grad student listserve, ensures new graduate students assigned with UBC email address
* LFS G&PS Office weekly bulletin
* Updates LFS Grad Student blog
* Defense and award announcements

**Awards*** Manages UBC award competitions including CGSM, CGSD, Affiliated Fellowship, Aboriginal Fellowships, Spring Awards, etc.
 | **Support to LFS G&PS Office*** Supports the GA&AC position by providing information regarding admissions, registration, awards, and personal/wellbeing issues to prospective applicants, current students, faculty and staff.
* Assists with applications
* Provides support to G&PS office by organizing award applications, preparing score sheets, and award nominations.
* Acts as back-up to GA&AC position.

 **Funding*** Responsible for creating and maintaining database to track funding for all LFS research-based students to ensure minimum funding compliance.
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***June 2021 sms***