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

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| * 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. |

***June 2021 sms***