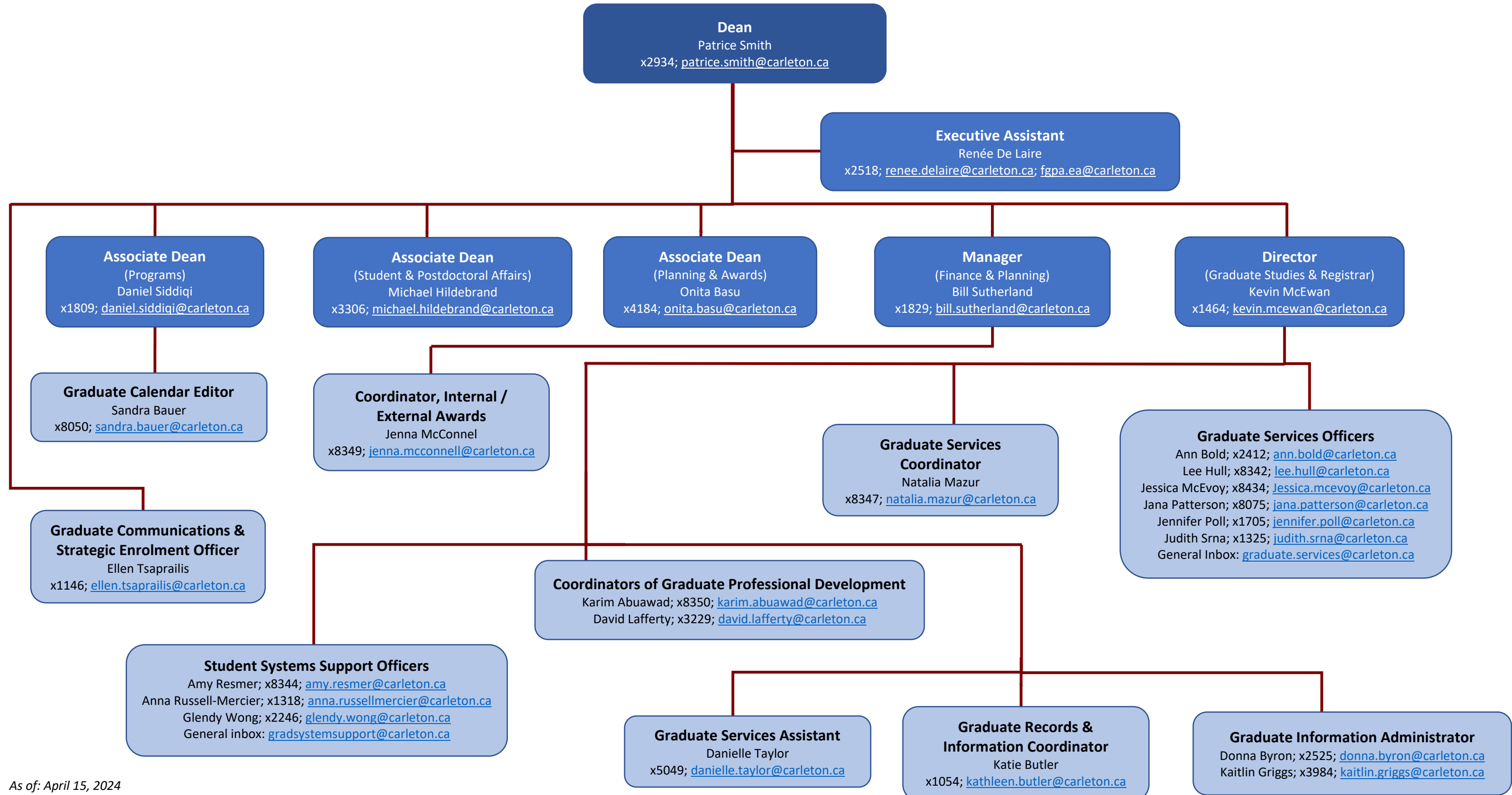


STAFF ORGANIZATIONAL CHART



WHO DOES WHAT IN THE FACULTY OF GRADUATE and POSTDOCTORAL AFFAIRS (FGPA)

Dean - Patrice Smith

Patrice oversees all aspects of the graduate student and postdoctoral experience from recruitment to graduate student and postdoctoral fellow satisfaction. She also supervises the creation of new graduate academic programs.

Executive Assistant to the Dean - Renée De Laire

Renée provides administrative, coordination, and logistical support to the Dean and acts as the Dean's main point of contact. She provides administrative support to the Associate Deans and Graduate Registrar. She is also responsible for managing the day-to-day operations of the Office of the Dean.

Associate Dean (Planning and Awards) – Dr. Onita Basu

Onita is responsible for developing and managing practices related to graduate student recruitment and funding, teaching assistantships and enrolment planning, as well as liaising with Carleton's Research Office (OVPRI). She is also responsible for administering Carleton's Cotutelle policy for international PhD studies and oversees the external awards program for graduate students at Carleton.

Associate Dean (Programs) – Dr. Daniel Siddiqi

Dan is the Chair of the Programs and Planning Committee, which is responsible for new and existing academic graduate programs and Dual Master's agreements. He oversees the creation, modification, and removal of graduate programs at Carleton University.

Associate Dean (Student and Postdoctoral Affairs) – Dr. Michael Hildebrand

Mike is responsible for developing and managing practices and policies that relate to the welfare, progress and conduct of graduate students, including Teaching Assistants. He also oversees donor-funded awards for Carleton graduate students.

Director, Graduate Studies & Registrar - Kevin McEwan

Kevin oversees records and the registrarial process for all graduate students. He is also responsible for the Administration of Teaching Assistants and the strategic operation and management of the Faculty of Graduate and Postdoctoral Affairs.

Manager, Finance and Planning - Bill Sutherland

Bill is responsible for the overall graduate student support budget and recruitment planning. This includes preparing detailed budget/target information to units, approval of graduate student funding, and graduate recruitment analysis and reporting. He also assists with business plan development for new programs.

Graduate Program Officer - Sandra Bauer

Sandra is responsible for coordinating all processes related to the development, modification, and reporting of graduate programs in the faculty, and for the production of the Graduate Calendar. This includes providing support to academic units, serving as executive secretary to FGPA's Programs and Planning Committee (which vets submissions for new and revised graduate programs and makes recommendations for approval to Graduate Faculty Board and ultimately Senate).

Graduate Communications and Strategic Enrolment Officer - Ellen Tsaprailis

Ellen promotes news and initiatives about graduate students and FGPA initiatives to internal and external audiences including graduate students, prospective students, faculty, staff, and external organizations. She researches, writes, edits, and proofreads promotional, marketing, and various other communication materials, while updating the FGPA websites.

Coordinators of Graduate Professional Development – Karim Abuawad and David Lafferty

Karim provides career development and academic writing mentoring support to graduate students and postdoctoral fellows. In addition to holding one-on-one consultations, he organizes writing retreats and assists in the development and delivery of various professional development initiatives.

David is responsible for collaborating with internal and external service providers to offer professional development workshops to graduate students. He organizes graduate events such as Orientation and the Three-Minute Thesis (3MT). He also co-chairs the Graduate Student Services Committee for the improvement of graduate services and experiences.

Engagement, Outreach and Marketing Officer – Vacant

The Engagement, Outreach, and Marketing Officer oversees the recruitment and retention of international and domestic graduate students at Carleton. She creates recruitment publications, runs information sessions and webinars, represents FGPA at university recruitment fairs, and assists prospective students and applicants through email, Carleton360, and by phone.

Coordinator, Internal/External Awards - Jenna McConnell

Jenna helps graduate students with the preparation of their applications for several awards including, OGS, SSHRC, NSERC, CIHR, the Vanier Canada Graduate Scholarship, and several external and endowed awards. She also coordinates a number of award competitions.

Graduate Services Co-ordinator (GSC) – Natalia Mazur

Natalia is responsible for assessing, overseeing, implementing and troubleshooting processes and reports in registrarial, funding and student operating systems. She also coordinates PHD thesis defences and oversees the graduation and convocation processes. In addition, she oversees the domestic and international exchange.

Student Systems Support Officers (SSSOs) - Amy Resmer, Anna Russell-Mercier, and Glendy Wong

The SSSOs manage the student information systems for FGPA and academic units by providing expertise, organization, planning, and support for applicant and student academic records.

Graduate Service Officers (GSOs) - Ann Bold, Lee Hull, Jessica McEvoy, Jana Patterson, Jennifer Poll, and Judith Srna

The GSOs administer and facilitate all aspects of students' records, beginning with an offer of admission through to graduation from an academic program.

Graduate Services Assistant - Danielle Taylor

Danielle supports key processes within FGPA, including graduate admissions, graduation and convocation, domestic and international exchanges, and thesis defenses.

Graduate Records and Information Coordinator – Katie Butler

Katie supervises FGPA's Graduate Information Administrators, manages the information counter for FGPA, and coordinates electronic graduate student files.

Graduate Information Administrators – Donna Byron and Kaitlin Griggs

Donna and Kaitlin assist current and prospective students with inquiries and/or direct them to the appropriate person for assistance.