

2009/10 Graduate Coordinator Annual Work Profile

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This is a summary of my workload on my first year as a graduate coordinator, made for my own use to plan next year, and for the benefit of my successor(s) who may wish to know what they're getting into before they actually start.

- Orientation session on first week of classes, early/mid September, **4 hours**.
- Reading files and meetings regarding OGC/NSERC grant applications, mid October to the end of October, about **35 hours**. (Highlighted October 13-28).
- Admissions! Early January - mid January, **8 hours**; mid January - mid February, **87 hours**; mid February - early May, **19 hours**. (Jan 19-22: set database. Jan 23-31: read files. Feb 1-12: meetings and decisions).
- Teaching scheduling, mid February - early May, **27 hours**. (Started Feb 23).
- Fund raising, May 10 - end of June, **9 hours**.
- Departmental PhD exams throughout, **about 8**.
- Advising students throughout, mostly 30 minutes sessions, **about 38**.
- SGS Committees work, **12 hours**.
- Other, about **50 hours**.