

## **SOM Assistant Dean for Graduate Recruitment and Admissions**

The Assistant Dean for Graduate Recruitment and Admissions (ADGRA) reports to the Associate Dean for Graduate Education (ADGE). The ADGRA is responsible for:

- Promoting and advertising SOM advanced degree programs in coordination with the ADGE
- For Biomedical Sciences Doctoral (BSDP) Ph.D. programs
  - Administering and coordinating the review, interview and recruitment of applicants into BSDP programs in conjunction with representatives from BSDP programs
  - Coordinating the number of admitted BSDP students with the anticipated number of laboratory training opportunities available in departments associated with BSDP programs
  - Coordinating laboratory rotations, end of rotation colloquia, and the identification of permanent mentors for BSDP students in conjunction with Graduate Program Directors for BSDP programs
  - Orienting incoming BSDP students
  - Serving as course director for IBMS 620 and IBMS 690
  - Monitoring, reviewing and coordinating the revision of admissions requirements for BSDP programs on the SOM BSDP website, individual program websites, in the VCU Bulletin and in the VCU admissions interface
  - Reviewing and updating the BSDP website
  - Coordinating the use of social media channels to promote the BSDP
  - Supervising the BSDP coordinator as it relates to BSDP admissions, recruitment, laboratory rotations, colloquia, monitoring of student enrollment and registration, orientations, graduate and professional fairs, IBMS 600, IBMS 690, and identification of permanent advisors
  - Representing the interests of BSDP programs as a member of the SOM Graduate Programs Committee, as a member of the Assistant-Associate Deans committee, and the semi-annual Graduate School Graduate Programs Directors meeting
- Serving as a permanent member of the Graduate Education Executive Committee
- Being a member of the Campus Security Authority
- Utilizing access to electronic resources including GradTrak, Banner Reporting Center, the shared Graduate Programs Director folder and the Google suite as needed
- In conjunction with graduate program directors and the ADGE, facilitating the use of best mentoring practices by students' advisors
- Bringing to the attention of a student's advisor, GAC and the ADGE signs of student behavioral or other issues that are persistent, troubling, not improving, or otherwise might interfere with the student's training and career

Last updated: November, 2019