

**University of North Texas**  
**Department of Spanish**  
**Duties of the Spanish Graduate Advisor**

The Graduate Advisor (GA) is a voluntary position assigned by the department chair. The GA of Spanish is a three-year position with a course release awarded any time during that three-year period. In addition, a summer stipend in the amount of \$500.00 will be provided. This position is renewable after the completion of the first three-year term. The GA should give notice of her/his decision to step down a semester before her/his term finishes and should give informal training to the incoming GA. (The GA must take training from Toulouse Graduate School before the start of the new school year or semester.)

The GA's major duties include:

1. Assisting prospective students at all stages of application to the program, from receiving and distributing application packages to all professors to sending departmental letters of acceptance (or rejection). (Toulouse sends official letters of acceptance.)
2. Scheduling new student orientation sessions on the 2<sup>nd</sup> week of each regular semester.
3. Managing degree plans with students and monitoring their progress throughout their time in the program.
4. Organizing and scheduling comprehensive exams and reporting results to professors and students.
5. Attending all Toulouse Graduate School advisor meetings. [Second Wednesday of the month, 3:30- 5 p.m.; occasionally in the summer]
6. Actively recruiting new graduate students and following up on all recommendations from faculty.

[Updated September 2022]