Graduate School Staff and Responsibilities 2016-2017

Tammy Crosby
Executive Assistant for the Director of the Graduate School of Biomedical Science and Engineering and Associate Vice President for Research
(581.4654, tammy.crosby@maine.edu)

- **GSBSE primary contact**
- **Meeting scheduling for GSBSE Director**
- **Graduate School financial account manager**
- **Stodder Hall Building Manager**
- **Graduate fellows**

Jamie Ballinger
Assistant Director of Graduate Enrollment Management Services
(581.1623, jamie.ballinger@maine.edu)

- **Recruitment contact for graduate professional programs**
- **Graduate enrollment management strategy**

Debbi Clements
Academic Records Specialist
(581.3221, debbi.clements@maine.edu)

- **Student/Department official correspondence**
- **Programs of Study**
- **Graduate student information databases**
- **Graduate Faculty appointments (ROQ's)**
- **Evaluation of graduate transfer credits**
- **Financial documentation for international students**
- **Review of Part-Time Temporary Faculty and Overload Teaching Agreements**
- **Domestic Study Away verification**

Jessica Ouellette
Administrative Support Supervisor
(581.3220, jessica.ouellette1@maine.edu)

- **Process and maintain student applications & supporting materials**
- **ImageNow/WebNow office contact person**
- **Communicate with departments regarding applicants**
- **Maintains and edits Graduate School catalog**
- **Curriculum Committee contact person**
- **Graduate Assistant appointments & insurance**
- **GA supervisor**

Crystal Burgess
Administrative Support Supervisor
(581.3223, crystal.burgess@maine.edu)

- **Events coordinator**
- **Final thesis review**
- **Completion of graduate degree requirements**
- **Website/online application maintenance**
- **Graduate School surveys/requests for data**
- **MaineStreet reporting**
- **Process application materials**
- **ImageNow/WebNow office contact person**
- **GA supervisor**

Gail Mahan
Administrative Specialist
(581.3219, gail.mahan@maine.edu)

- **Graduate non-degree & certificate applications**
- **Graduate student registration**
- **Course add/drop**
- **Financial adjustments**
- **Fee processing and deposits**
- **Office reception**
- **Change of grade verification**
- **Retro-active course add/drop**

Lauren Dupee
Administrative Specialist
(581.4217, lauren.e.dupee@maine.edu)

- **Tentative thesis review**
- **Website updates**
- **Stodder resident coordinator**
- **Graduate Board Secretary**
- **Staff assistant for the Interdisciplinary Doctor of Philosophy and MAIS programs**
- **NAGS assistant**

Erin Twitchell
Administrative Specialist
(581.3291, erin.twitchell@maine.edu)

- **Meeting scheduling for Senior Associate Dean**
- **Office reception**
- **Short-term housing contact**
- **Conference room reservations**
- **Curriculum Committee contact person**

Meg Swanson, Chantel Banus, Molly Hodgkins & Courtney McLaughlin
Graduate Assistants
(581.3291, graduate@maine.edu)

- **Student recruitment/admission marketing**
- **Special projects for Grad School office**