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Graduate School Offices and Staff

Office of the Dean

The Office of the Dean is responsible for overall administration of the Graduate School and for all its policies and procedures. Although implementation of many of these policies is delegated to the other offices of the Graduate School, the dean remains the final arbiter on these matters. The office is available to faculty and students who would like general information about the Graduate School or who wish to discuss a particular policy or issue.
681-3257

JO RAE WRIGHT

Dean of the Graduate School and Vice Provost

Senior administrator in the Graduate School; Responsible for all policies and procedures in the graduate programs

CARLUS WALTERS

Assistant to the Dean and Vice Provost

Internal Fellowship Coordinator; Assists with Graduate School management and schedules appointments for the dean

carlus.walters@duke.edu

681-1560

PAKIS BESSIAS

Network Administrator

Responsible for the Graduate School's internal computer data systems

pakis.bessias@duke.edu

681-3227

Office of Academic Affairs

The Office of Academic Affairs is responsible for general oversight of all academic regulations of the Graduate School, as well as for the professional development of graduate students in research ethics, effective teaching skills, uses of technology, and English for international students. The senior associate dean regularly meets with students on academic matters that cannot be satisfactorily resolved at the department or program level. This office also coordinates, as delegated by the provost, the periodic external review of existing academic units, as well as ongoing deliberations of the Executive Committee of the Graduate Faculty.

DAVID F. BELL

Senior Associate Dean for Academic Affairs

Responsible for the academic regulations of the Graduate School, particularly those involving time limitations, examination and advisory committees, and all disciplinary matters; General academic advisor for students who feel the need to talk with someone outside their degree program; Works with the dean to monitor and, when appropriate, to revise Graduate School academic policies

dfbell@duke.edu

681-1559

DOUGLAS JAMES*Assistant Dean for Academic Affairs*

Responsible for planning, directing, and evaluating training programs for graduate students in the areas of teacher training, faculty careers, and research ethics; Programs include the Preparing Future Faculty (PFF) program, Teaching IDEAS workshop, Teaching Mini-Grants, and education required of Ph.D. students in the Responsible Conduct of Research (RCR); Teaches GS302: Introduction to College Teaching; Serves as the liaison to certificate in teaching programs; Conducts educational research on best practices in graduate education

douglas.james@duke.edu

681-3251

HUGH CRUMLEY*Instructional Technology Specialist*

Teaches coursework and workshops in instructional methods and technology; Conducts research in instructional technology and graduate student development; Provides workshops and consulting for faculty and graduate students; Supports graduate student efforts to submit their dissertations electronically

<http://www.duke.edu/~crumley/>

crumley@duke.edu

660-5975

JUDITH WITTENBERG*Program Coordinator*

Coordinates and communicates with directors of graduate studies (DGS) and their assistants on academic and administrative matters; Maintains databases on graduate student placement, advisory committee members, and graduate faculty membership; Oversees and pre-screens graduate committee assignments, leaves of absence, departmental transfers, and visiting scholar appointments; Compiles information to update Graduate School Bulletin and DGS Manual

jgw1@duke.edu

681-3252

KRIS MOYLE*Staff Assistant*

Provides administrative support to Academic Affairs and the Office of the Dean; handles coordination of workshops and events, and provides support to other units on various administrative projects and processes; conducts thesis and dissertation format checks and degree audits

klmoyle@duke.edu

681-4441

MARIA PARKER

Program Director

English for International Students (EIS)

Provides administrative oversight of the EIS program, including curriculum development, testing, placement, and enrollment of incoming international graduate students; teaches EIS courses

maria.parker@duke.edu

613-8125

DIANE BRYSON

EIS Assistant Director and Instructor

Assists with administration, testing, placement, and curriculum development; Teaches EIS courses

dbryson@duke.edu

613-8108

EDITH ALLEN

EIS Instructor

Assists with testing, placement, and curriculum development;

Teaches EIS courses

emallen@duke.edu

613-8129

JANET MACEDA

EIS Instructor

Assists with testing, placement, and curriculum development;

Teaches EIS courses

jrmaceda@duke.edu

613-8110

Office of Finance & Enrollment Services

The Office of Finance & Enrollment Services is responsible for all aspects of Graduate School financial management, admissions, student record keeping, degree requirement auditing, and other administrative functions such as human resource management, payroll, and facilities management.

CYNTHIA ROBERTSON

Associate Dean for Finance & Enrollment Services

Directs financial operations, admissions, student record keeping, and financial, admissions, and enrollment reporting for the Graduate School; Develops, implements, and communicates policies and procedures regarding Graduate School financing, admissions, and student record keeping; Serves as the liaison between the Graduate School, departments, and other internal and external entities regarding graduate student financial and enrollment policies and procedures

cynthia.robertson@duke.edu

681-3249

LESLIE ANGIER

Staff Assistant

Performs a variety of administrative duties in support of management and staff, including scheduling for associate dean and two directors in the Graduate School Office of Finance & Enrollment Services, greeting and directing visitors, answering the main Graduate School phone line, and supporting Admissions during the application season

leslie.angier@duke.edu

681-3257

Position Open

HR Departmental Manager

Manages and coordinates human resource activities of the Graduate School including both Graduate School employees and graduate student workers and fellows; Advises and assists Graduate School hiring managers in recruitment and termination of employees, position classification and salary administration, interpretation of personnel policies, and employee relations functions to meet federal, state, university, and Graduate School objectives

Position Open

Database Analyst

Provides support for administrative systems and databases used in day-to-day Graduate School operations; Performs data reporting and statistical analysis processes needed internally for the Graduate School and externally by other university offices; Organizes and facilitates data reporting for all Graduate School units (Academic Affairs, Admissions, Budgets & Finance, Graduate Student Affairs)

SUSAN WILLIFORD

Coordinator, Student Records

Audits and manages degree records and requirements; Maintains all in-school and historical student records; Certifies completion of all degree requirements; Acts as a liaison between the Graduate School and departments regarding academic requirements and policies; Resolves registration problems

susan.williford@duke.edu

681-3248

Graduate School Admissions Office

The Graduate School Admissions Office develops the policies and procedures by which applications to all graduate departments are processed. This office communicates with applicants regarding requirements, application status, and final admissions decisions and also handles issues related to the preparation of visa documents for incoming international students.

<http://gradschool.duke.edu/admissions/>
684-3913

THOMAS STEFFEN

Director, Graduate Admissions

Manages the daily operations of the Graduate School Admissions Office, including workflow and staff supervision; Responsible for data integrity and incorporating new technology into admissions and enrollment services processes

thomas.steffen@duke.edu

681-1557

JESSICA CROWLEY

Staff Specialist

Supports various admissions and enrollment services functions; Assigns and performs thesis and dissertation format checks

jessica.crowley@duke.edu

681-1561

JENNIFER HUGHES

Staff Specialist

Processes admission applications; Performs thesis and dissertation format checks; Processes international student visa requests

jennifer.hughes@duke.edu

668-0424

LIZ HUTTON

Staff Specialist

Responsible for admissions communications related to application processing; Processes admission applications; Performs thesis and dissertation format checks; Processes international student visa requests

elizabeth.hutton@duke.edu

684-5737

JOEL SALGADO

Data Manager

Provides support for PeopleSoft, ApplyYourself, Image Now, and other systems and databases used in the day-to-day operations of the Graduate School Admissions Office; Performs set-up for new processes, assists with upgrades, trains staff, and provides data, statistical analysis, and reports concerning admissions and enrollment, as needed by the Graduate School

joel.salgado@duke.edu

668-3045

Office of Budgets & Finance

The Office of Budgets & Finance oversees the payment of all institutional fellowship awards to graduate students, as well as payments from federal financial aid programs and national fellowships. This office strives to help students obtain their education with as little financial stress as possible while adhering to the guidelines and policies set forth by the University, government agencies, and funding institutions. The office operates with an open-door policy and places a high value on customer service to our students.

http://gradschool.duke.edu/financial_support/

681-3247

CHRISTIN MARTEN

Director, Budgets & Finance

Directs financial operations for the Graduate School Office of Budgets & Finance and oversees the development and implementation of policies, new processes, and technologies; Manages the daily operations of the Office of Budgets & Finance, including staff supervision; Prepares and monitors Graduate School administrative and financial aid budgets and expenditures

c.marten@duke.edu

684-6710

BETTY JONES

Coordinator, Financial Aid

Manages all aspects of graduate financial aid, particularly relating to federal programs and regulations; Determines eligibility and processes student loans; Serves as the contact person for national fellowships, such as the National Science Foundation and Howard Hughes fellowships; Provides information on legislation concerning tax laws and student aid

gfabbj@duke.edu

681-1552

KEN DAVIS

Accounting Assistant

Responsible for administration of Graduate School conference travel program; Provides assistance in managing Graduate School operations

kenneth.davis@duke.edu

681-3247

IRYNA STEPTO

Financial Analyst I

Manages graduate awards budgets, Graduate School endowed funds and fellowships, and administrative expenses; Serves as a resource to departmental staff on Graduate School policies regarding student funding; Compiles, analyzes, and prepares reports on the financial compliance and performance of graduate student funding and the operating units of the Graduate School

iryna.stepto@duke.edu

681-1555

Office of Graduate Student Affairs

The central mission of the Office of Graduate Student Affairs (GSA) is to enhance the quality of graduate student life by working closely with individual students, student organizations, faculty, and other campus offices. The aim is to provide a broad array of programs on such issues as health, safety, housing, mentoring, and professional development. This office is committed to helping students become active participants in their personal growth and in the achievement of their educational objectives.

<http://gradschool.duke.edu/gsa/>

grad-gsa@duke.edu

684-2056

JACQUELINE LOONEY

Senior Associate Dean for Graduate Programs

Associate Vice Provost for Academic Diversity

Senior administrator for the Office of Graduate Student Affairs; Responsible for collaborating with graduate departments, student organizations, and other administrative units to provide services that enhance the academic, social, personal, and cultural needs of graduate students

jlooney@duke.edu

J. ALAN KENDRICK

Assistant Dean for Graduate Student Development

Responsible for overseeing efforts to design, deliver, and improve services and programs that support graduate students from entry to completion of their degrees; Also responsible for daily administration and development of recruitment and retention initiatives, as well as mentoring, leadership, and professional development programs

alan.kendrick@duke.edu

668-0416

LANA BENDAVID

Senior Program Coordinator

Responsible for management and implementation of student programs; Also responsible for budgeting, preparing programmatic reports, and providing students with counseling and advising services; Acts as the disability services liaison and the harassment prevention advisor

lane.bendavid@duke.edu

681-1551

WALTER TALLMAN

Program Assistant

Responsible for managing communication networks and databases, preparing program reports and major publications, assisting in the implementation of programming efforts, and serving as a liaison with university departments

wat@duke.edu

684-2056