**PROGRAM COORDINATOR/**

**SR. PROGRAM COORDINATOR QUESTIONS**

1. Have you processed Teaching/Graduate student appointments?
2. Have you processed Fellowship appointments?
3. Have you coordinated undergraduate or graduate curriculums or

both?

1. Have you organized recruitment or welcoming events?
2. How would you handle a situation with a difficult student?
3. How do you engage in curriculum goal setting?
4. Do you have experience with progress assessment?
5. Share your student recruitment techniques.
6. What is your level of experience with Course Atlas?
7. What is your level of experience with the Grad Portal?
8. What is your level of experience with Degree Navigator?
9. What type of student reports have you created?
10. What other software/student database do you have knowledge of?
11. If it's the first day of registration and the system is down, and you have several students complaining to you, what do you do?
12. How would you handle a faculty member that might be a little bit difficult?
13. Imagine you have to schedule and plan a symposium/conference from start to finish. What things would you consider and what steps would you follow?
14. Have you prepared any Grad Program annual newsletters?
15. Do you have experience in dealing with diversity? How do you increase diversity awareness?