College of Social Sciences Dean’s Office

- Leader and presiding officer of the College
- Handle student affairs of: hardship withdrawals, late add/drop, grade appeals, appeals of suspension, re-admission and academic renewals; assist with orientation
- Serve as single point of accountability for the growth and stature of the College by executing all relevant leadership activities, including: serving as the primary emissary of the College to other units of the University and the larger community
- Serve as the College’s advocate with regard to matters of budget and personnel.
- Serve the College’s advancement in fundraising, enrollment and the goals of the institution
- Coordinate the educational programs and research activities assigned to the College.
- Liaise with University Communications and Marketing and COSS Community Relations Board
- Work with College faculty and staff to identify and execute community-related initiatives
- Scan local media for issues of interest to College and Departments/Units

Dean
N. Jane McCandless, Ph. D.

Associate Dean
Amber Smallwood, Ph. D.

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Administrative Manager
Erin G. Brannon

- Budgeting: Coordinate, plan, prepare, allocate, and verify funds for the College of Social Sciences Dean’s office and departmental units’ annual operating budgets, personal services budgets, budget amendments, and summer school budgets.
- Coordinate graduate admissions for the College (download applications, distribute to appropriate areas, monitor grades, make recommendations to DGS about policy and procedures)
- Budget: Coordinate, plan, prepare, allocate, and verify funds for the College of Social Sciences Dean’s office and departmental units’ annual operating budgets, personal services budgets, budget amendments, and summer school budgets.
- Coordinate graduate admissions for the College (download applications, distribute to appropriate areas, monitor grades, make recommendations to DGS about policy and procedures)
- First point of contact for the College; answer phones and greet visitors.

Graduate Studies Associate
Patricia Wells

- Coordinate graduate admissions for the College (download applications, distribute to appropriate areas, monitor grades, make recommendations to DGS about policy and procedures)
- Coordinate graduate recruitment for the College (attend recruitment fairs and conferences)
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- Coordinate marketing and public relations materials and events for the college.

Departmental Assistant
Meggie Miller

- Coordinate graduate admissions for the College (download applications, distribute to appropriate areas, monitor grades, make recommendations to DGS about policy and procedures)
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- Assist Deans with student affairs (hardship withdrawals, late add/drop, grade appeals, appeals of suspension, re-admission and academic renewals)