Narration of our Who Works at the SGS?

**Slide 1** - G’day everyone my name is Colette, sometimes called CJ the DJ and I am going to introduce you to some of the faculty and staff who work at the School of Graduate Studies.

**Slide 2** - We currently have 22 people on our team with one more returning from Maternity Leave in October. Although predominantly administrative in nature we do also organize events and workshops to help our graduate students academic and professional development. Let me introduce some of them to you.

**Slide 3** - Dr Fahim Quadir has been with us for the past two years and is our Vice Provost and Dean of the School of Graduate Studies. You will usually see him around campus in suit and tie going from one meeting to the next, but as you can see, he also knows how to have fun and understands the importance of family.

**Slide 4** - Dr Reynolds home department is Biomedical & Molecular Sciences and Neuroscience. Part of Dr Reynolds portfolio in the office is looking at ways to help support our international students, and helping graduate students realise their true potential and how research and industry fit together to benefit the greater community.

**Slide 5** - Meet Dr Chris DeLuca who is our newest Associate Dean. Dr DeLuca’s home department is Education and he is also a Queen’s alum! Part of Dr DeLuca’s portfolio will be working on professional development for graduate students and the student-supervisor relationship.

**Slide 6** - Alexa keeps our Deans in check ensuring they are where they should be (must be from working in the military!) She provides invaluable support to them and for that matter all of us! Off the record she recently got a new puppy called Ruby.

**Slide 7** - Linda is our finance guru and is a whizz in providing us stats. If you ever need to know how to use Excel to its max, ask Linda. I have never seen someone so good with spreadsheets and pivot tables!

**Slide 8** - Barb is one of the dynamic duo at our front reception. If you ever want a pick up moment, come to see Barb as she is always smiling and is always positive!

**Slide 9** - Nancy is the other part of our dynamic duo on front reception. Although a little quieter than Barb, she has a heart of gold and is there to help you. Must be a grandmother thing!

**Slide 10** - We have two Awards officers, Erfan is one of them. Erfan can help you with anything to do with scholarships or fellowships. Erfan has held many roles in the SGS, from front reception, Admissions and now Awards.

**Slide 11** - Our second Awards officer is Tanya. Tanya came to us about a year ago to help out and is now working with Erfan on Awards.

**Slide 12** - Known as Zan to us, Zan is one of four Admissions officers (the other 3 are a little shy). All those applications that come in are sorted by Zan and her colleagues and then sent on to the departments. Lots of paperwork to go through, but some how they keep on top of it

**Slide 13** - Even though Darlene has a specific role in the office as you can see, she is also a fountain of knowledge of all things grad!
Slide 14 - When you are nearing completion you will more likely be consulting with Rose. I am sure she has seen hundreds of thesis’ in her role! Not sure if she has read them all though.

Slide 15 - A grad alum herself (Art History), Heather has been with the SGS for a couple of years. It is great to get a former student perspective in some of our projects.

Slide 16 - So here is yours truly. You will get to hear my voice on Grad Chat our radio show, in the weekly newsletter, at our events and on many a webinar. Sorry about that!

Slide 17 - Another grad alum, Chantal joined us this year and is instrumental in coordinating our events and speaking our voice on social media. Chantal also makes sure I am organized.

Slide 18 - And lastly we have Luke. Our web developer who is the quietest person in the office. For a techy guy he is really neat. No spare parts, cables, mother boards anywhere to be seen. Luke is instrumental in making sure our online forms and registration systems all work.

Slide 19 - I would be re-miss not to mention a few other colleagues who as mentioned are a bit shy. From our Admissions team we also have Karen Arnold, Ola Okomski and Janet Dudek and our Director of Admissions and Student Services, Monica Corbett. If we ever want to know about the various regulations and requirements, we go to Monica.

So that is it. That is the office. We look forward to the time we can meet you all in person, but until then stay safe.