

## The Erma Byrd Center Staff Spotlight is on Marshall University's Dawn Surbaugh, Associate Director of Graduate Admissions

An Interview with Marshall University's Dawn Surbaugh,  
Associate Director, Marshall University Graduate  
Admissions, by Lisa Moten, Erma Byrd Center Director

Lisa Moten: What services can you provide to potential students wanting to enroll in a graduate degree program at Marshall University?

**Dawn Surbaugh:** *I'm hoping to be a resource for folks who have questions about the graduate admissions process – where to start, what is available, and what is needed. Graduate Admissions facilitates the admissions process for all graduate level programs at Marshall University; as a result, all graduate applications come through our office. Our admissions counselors are knowledgeable about programs and have information to help; and, by being here one day a week, I hope to provide assistance to anyone considering graduate level programs or those who have already applied to one of our graduate level programs.*

Lisa Moten: How long have you worked in Graduate Admissions?

**Dawn Surbaugh:** *I've worked with Marshall University Graduate Admissions for a little over seven years.*

Lisa Moten: What tips do you have for potential students to help them maneuver the graduate admissions process more smoothly?

**Dawn Surbaugh:** *I would advise potential students to start by gathering information about their programs of interest – specifically the admissions requirements and deadlines for application. Additionally, I would encourage them to talk with the academic department to explore the program of interest. Next, they need to establish a line of communication with the Graduate Admissions contact for their program of interest to learn what is needed to complete their admission file. And lastly, they need to know that we here and eager to help!*

Lisa Moten: So far, what do you like about working at the Erma Byrd Center (even if it is only for one day a week)?

**Dawn Surbaugh:** *The warm welcome has been wonderful! Thanks so much for the opportunity!*



**Dawn Surbaugh**

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