Graduate Program Assistant

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Graduate Program Assistant

School of Computer Science

Hiring #: 2016-0097

Please read the Application Instructions [1] before applying

Reporting to the Director, the incumbent is primarily responsible for providing support for the School's Graduate programs (including support for the Graduate Program Coordinator), and also performs a range of other duties related to running the administrative office of the School. The School currently has 18 faculty members, approximately 700 undergraduate students and 30 graduate students, but would like to restore a larger complement. It is currently in the process of developing and renewing graduate studies.

Key duties include: responding to enquires from perspective graduate students; processing application packages and evaluating transcripts (mathematical skills required); distributing appropriate documentation to Graduate Studies; organizing, processing and tracking activities related to graduate studies; maintaining statistical data related to graduate studies and preparing documentation for periodic reviews; organizing seminars, preparing documentation and scheduling qualifying examinations and thesis defenses including travel arrangements for external examiners; processing course and student evaluations and submitting grade reports; acting as the School’s contact for a majority of general in course graduate student enquiries and advice; managing the reports and information to track the graduate student funding; processing scholarships and awards in a timely fashion; preparing graduate calendar and assisting with the scheduling of graduate courses. In addition, the incumbent will provide general office assistance including: processing travel and expense claims; transcribing minutes; distributing keys; assigning office space and providing additional support and coverage when the undergraduate program assistant is unavailable.

Requirements for the position include: Secondary School graduation (2 year community college program preferred) plus some related experience or an equivalent combination of education and experience. The successful candidate must demonstrate: a genuine interest in the well-being of students and a high level of discretion, diplomacy, tact, and judgment. They must have the ability to work in a fast paced environment, deal with frequent interruptions, and work effectively both independently and with a team. Demonstrate strong attention to detail and accuracy as well as mathematical and analytical skills; working knowledge of an electronic office environment including an intermediate skillset in utilizing databases (FileMaker preferred), spreadsheets, word-processing software (MS Office preferred) and Adobe. Familiarity with student information systems and other University systems and knowledge of University policies and procedures related to Graduate Studies and the ability to evaluate transcripts, especially foreign transcripts, would be considered assets.

Position Number     289-009
Classification      USW, Local 4120 Salary Band 3*
Salary Range
$19.81 Minimum (Level 1)
$22.12 Normal Hiring Limit (Level 3)
$26.74 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

Posting Date: 2016 03 09
Closing Date: 2016 03 16