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.

Forbes Ranks U of G Among Canada's Top Employers [1]

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

Graduate Program Assistant

School of Environmental Sciences
Ontario Agricultural College

Hiring #: 2016-0292

Please read the Application Instructions [2] before applying

SES has approximately 125 full-time and part-time graduate students located in several buildings across campus. Reporting to the Administrative Officer, the Graduate Program Assistant will be responsible for providing support for the graduate programs in the School of Environmental Sciences (SES).

Key duties and responsibilities include: responding to initial enquiries from prospective graduate students, providing and receiving application packages, ensuring that each application is complete, evaluating transcripts, acknowledging receipt of packages and reference letters, distributing appropriate documentation to Graduate Program Services, maintaining statistics for the Graduate Studies Committee and for the periodic reviews, preparing nomination forms for Associate Graduate Faculty and Special Graduate Faculty, assisting in the coordination of graduate student recruitment activities, assisting with the preparation of outreach/recruitment/information materials, acting as departmental contact for a majority of general in course graduate student enquiries and advice, notifying students of upcoming award and scholarship availability and deadlines including NSERC and OGS awards, receiving all material for scholarships/awards, ensuring that all application packages are complete, evaluating transcripts to ensure student eligibility for an award, cross-referencing information with other awards student may hold to ensure eligibility, preparing a preliminary grade ranking for each award for submission to the Graduate Studies Committee and monitoring School allocations of internal awards (such as OGSST) to ensure equitable distribution to students before the deadlines. In addition, the incumbent will also provide general office assistance and reception tasks as requested.

Requirements of the position include: an undergraduate degree plus a few years related experience or an equivalent combination of education and experience. Candidates should have excellent writing and oral communication skills, including the ability to compose clear and concise correspondence. The successful candidate must demonstrate a genuine interest in the well-being of students, a high level of diplomacy, judgment, and the ability to work in a fast paced environment with constant interruptions, ability to work effectively both independently and with a team, and attentiveness to detail. Knowledge of University policies and procedures related to Graduate Studies. Knowledge of Colleague, GryphMail, and Webnow would be considered an asset. Experience in Adobe Acrobat, and Microsoft Office software are also required. Ability to evaluate transcripts, especially foreign transcripts would be beneficial.
Position Number     131-042
Classification           USW, Local 4120, Salary Band 4*
Salary Range               $22.12 Minimum (Level 1)
                                      $24.72 Normal Hiring Limit (Level 3)
                                      $29.92 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

Posting Date: 2016 07 15
Closing Date: 2016 07 22

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply