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 Design and Rural Development
Ontario Agricultural College

REPOSTED

Hiring #: 2016-0300

Please read the Application Instructions [2] before applying

Reporting to the Administrative Officer, the incumbent will be responsible for providing support for graduate programs in the School of Environmental Design and Rural Development (SEDRD). The Graduate Program Assistant is responsible for providing administrative program support for approximately 100 full-time and part-time students across several graduate programs: Rural Planning and Development (M.Sc. Planning and MPlan); Capacity Development and Extension (M.Sc.); and Rural Studies (PhD).

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, 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 that students 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 to ensure equitable distribution to students before the deadlines. In addition, the incumbent will provide back-up support for other graduate and undergraduate programs, as well as general office assistance and administrative tasks as requested.

Requirements of the position include: Completion of 1 year post secondary education (degree preferred) and a few years work 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 and judgment, the ability to work in a fast-paced environment with constant interruptions, the ability to work effectively both
independently and with a team, attentiveness to detail, and knowledge of University policies and procedures related to Graduate Studies. Knowledge of Colleague, Webnow, Adobe Acrobat, and Microsoft Office software are required. Ability to evaluate transcripts, especially foreign transcripts, would be beneficial.

Position Number    111-027
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 08 03
Closing Date: 2016 08 10

Source URL (modified on 08/03/2016 - 16:32): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/graduate-program-assistant

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