Manager, Graduate Programs

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Professional and Managerial Group

Manager, Graduate Programs

Dean’s Office, College of Social and Applied Human Sciences

Temporary full time from September 19, 2017 to September 17, 2020

Hiring #: 2017-0423

Please read the Application Instructions before applying

The Manager, Graduate Programs supports all graduate programs and graduate services in the College of Social and Applied Human Sciences (CSAHS), including providing strategic advice to the Associate Dean Research and Graduate Studies regarding the development and implementation of graduate recruitment strategies, processes of program quality, enhancements to existing graduate programs, the development of new programs, management of graduate awards procedures, and development and implementation of programs in support of the graduate student experience.

The College has five academic departments and approximately 120 faculty. Graduate enrolment exceeds 360 students registered in departmental, inter-department, inter-college and inter-institutional programs. The Manager works in partnership with the CSAHS Associate Deans, the Office of Graduate Studies, the CSAHS Graduate Advisory Committee and department chairs and graduate coordinators to assist departments in graduate matters.

The manager serves as the main point of contact and coordination of graduate operations in the College and ensures continuity and consistency of these operations in the absence of the Associate Dean, Research and Graduate Studies.

The main responsibilities of the Manager, Graduate Programs include:

1. Providing strategic advice to the Associate Dean and departments and implementing new and ongoing initiatives regarding new and existing graduate programs, including program quality assessment and reporting
2. Creating college-wide recruitment strategies for graduate programs with key deliverables by analyzing sector data with respect to recruitment and perform market research; and creating and delivering operational plans for recruitment including the use of marketing materials
3. Managing and coordinating the procedures for the award of graduate scholarships and other forms of graduate and post-doctoral fellowship funding, including monitoring and tracking the distribution and uptake of funds
4. Developing and implementing college level strategies, policies and programs that support the graduate student experience, including co-curricular activities such as a graduate speaker series and workshops, initiatives to support students at risk and promoting student wellness under the guidance of the Graduate Advisory Committee.

Requirements of the position include: A Master’s degree with a minimum of 3 years of related experience or an equivalent combination of education and experience. Strong verbal and written communication skills, including management of websites and social media. Well-developed analytical, creative problem solving and planning skills. Demonstrated management and administrative skills, as well as ability to negotiate and provide advice. Effective leadership skills and understanding of how to supervise staff. Ability to work independently and with a variety of diverse
professionals including faculty and university staff. The successful candidate will have knowledge of Canadian graduate studies and the graduate student experience especially in the social and applied human sciences, an understanding of teaching and learning principles, and knowledge of graduate procedures, policies and degree regulations.

Classification P05*
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 09 05
Closing Date: 2017 09 18

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