Graduate Admission Specialist

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

Graduate Admission Specialist

Office of Graduate Studies

Temporary full-time from December 3, 2018 to July 11, 2020
Temporary absence of the regular incumbent

Hiring #: 2018-0507

Please read the Application Instructions [1] before applying

Reporting to the Manager, Graduate Admission and Marketing, the Graduate Admission Specialist is one of two specialists who coordinate and implement the admission process from application to offer of admission.

The Graduate Admissions Specialist is responsible for counselling prospective students on admission and graduate programs, training graduate program assistants in the evaluation of domestic and international transcripts, processing recommendations of admission and guaranteed funding forms, and creating and distributing offers of admission to applicants once finalized.

The incumbent is the subject expert on all matters related to admission including the assessment and authentication of transcripts as well as the use of Colleague and Image Now to process applications, update records and administer admission decisions. They process official communications to applicants throughout the application process and maintain an active communication system with the faculty and staff in graduate program offices, staff within the Office of Graduate Studies as well as respond to prospective students and applicant inquiries.

The incumbent also provides liaison support at graduate fairs across Canada.

Requirements of the position include: One year post-secondary education plus some related experience evaluating academic transcripts (domestic and international) and knowledge of world-wide educational systems, or an equivalent combination of education and experience. Candidates must have excellent communication and presentation skills in addition to organization, prioritization and multi-tasking skills and the ability to manage time-sensitive tasks and maintain accuracy and attention to detail in a fast paced environment with frequent interruptions. The Incumbent must have a strong working knowledge of our Student Information System (Colleague) and Document Imaging System (ImageNow). Email, Internet, Phone Mail, Microsoft Office (Word, Excel), and use of FTP.

Covering Position Number 456-007
Classification USW, Local 4120 Salary Band 3*
Normal Hiring Range $20.81 - $23.23 per hour

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] 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.