Physics Graduate Program Assistant

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

Physics Graduate Program Assistant

Department of Physics, College of Engineering and Physical Sciences

Hiring #: 2019-0028

Please read the Application Instructions before applying

The Graduate Program Assistant will be responsible for all administrative duties associated with the graduate programs in Physics and the Biophysics Interdepartmental Group (BIG). The department has a joint graduate program with the University of Waterloo Physics, with joint course offerings. The incumbent will be responsible for communicating with their counterpart at the University of Waterloo to schedule lectures and booking video-link rooms in the MacNaughton building. Biophysics is an interdepartmental program with graduate faculty in Physics, Math, Chemistry, Engineering, Molecular and Cellular Biology, Integrative Biology, Food Science, Human Health and Nutritional Sciences and others. The incumbent is the first point of contact and main liaison person between applicants, students, faculty and the Office of Graduate and Postdoctoral Studies (GPS); responding to all student enquiries, following through and processing admissions through GPS, scheduling qualifying examinations and assisting students in scheduling advisory committee meetings, MSc and PhD defences, etc. They will assist the graduate awards committee by reviewing and averaging transcripts for all scholarship processes (NSERC CGSM, CGSD, PGSD, OGS, etc.); ensuring final grades are submitted; keeping accurate records of student progress for all graduate students in Physics and the Biophysics Program; and maintaining webpages associated with each of the graduate programs.

Requirements of the position include: completion of 1 year of post-secondary education plus one year of related experience or an equivalent combination of education and experience. An undergraduate degree in any discipline or a college diploma in office administration is preferred. Working knowledge of WebNow, university admission systems, student information systems (such as Colleague), databases, electronic booking systems, and calendar systems. Advanced skills in Windows Office Suite, Adobe, and some website knowledge. Excellent written and oral communication skills, including the ability to compose clear and concise correspondence. Demonstrated genuine interest in the well-being of students; a high level of diplomacy and sound judgement; ability to work in a fast paced environment with constant interruptions; ability to work effectively both independently and as part of a team; and attentiveness to detail. Familiarity with University policies and procedures related to Graduate Studies and graduate programs (particularly Physics and Biophysics) and familiarity with the academic environment and culture will be assets.

Position Number 285-092
Classification USW, Local 4120 Salary Band 4*
Salary Range $22.79 Minimum (Level 1)
$25.47 Normal Hiring Limit (Level 3)
$30.83 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion 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.

Posting Date: 2019 01 07
Closing Date: 2019 01 14

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