Graduate Program Assistant

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

Graduate Program Assistant

Department of Mathematics & Statistics and School of Computer Science, College of Engineering and Physical Science

Temporary full-time from April 25, 2019 to July 31, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0211

Please read the Application Instructions [1] before applying

This is a unique opportunity to work in two different academic units by covering off the temporary absence of the regular incumbent in the Department of Mathematics & Statistics before transitioning to cover the temporary absence of the incumbent in the School of Computer Science.

The role is primarily responsible for providing support for the Department/School's Graduate programs (including support for the Graduate Program Coordinators) and performs a range of other duties related to running the administrative office of the academic unit. The Department of Mathematics & Statistics currently has 24 faculty members and approximately 55 graduate students and the School of Computer Science currently has 25 faculty members and 56 graduate students with both units expecting to grow their graduate student enrollment in the future.

Key duties include: responding to inquires from perspective graduate students; processing application packages and evaluating transcripts (mathematical skills required); distributing appropriate documentation to Graduate Studies; organizing, processing and tracking activities related to graduate studies; maintaining statistical data related to graduate studies and preparing documentation for periodic reviews; organizing seminars, preparing documentation and scheduling qualifying examinations and thesis defenses including travel arrangements for external examiners; processing course and student evaluations and submitting grade reports; acting as the unit's contact for a majority of general in course graduate student enquiries and advice; managing the reports and information to track the graduate student funding; processing scholarships and awards in a timely fashion; preparing graduate calendar and assisting with the scheduling of graduate courses. In addition, the incumbent will provide general office assistance including: transcribing minutes; assigning office space and providing additional support and coverage when the undergraduate program assistant is unavailable.

Requirements for the position include: One-year of community college in an office administration or business program (2 year community college program preferred) plus some related experience, or an equivalent combination of education and experience. The successful candidate must demonstrate: a genuine interest in the well-being of students and a high level of discretion, diplomacy, tact, and judgment. They must have the ability to work in a fast paced environment and deal with frequent interruptions and to work effectively both independently and with a team. Demonstrate strong attention to detail and accuracy as well as mathematical and analytical skills; working knowledge of an electronic office environment including an intermediate skillset in utilizing spreadsheets, word-processing software (MS Office preferred) and Adobe. Familiarity with student information systems and other University systems and knowledge of University policies and procedures related to Graduate Studies and the ability to evaluate transcripts, especially foreign transcripts, would be considered assets.

Covering Position Number 288-028 and 289-009
Classification USW, Local 4120 Salary Band 4*
Graduate Program Assistant
Published on Human Resources (https://www.uoguelph.ca/hr)

Normal Hiring Range  $22.79 - $25.47 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.

Posting Date: 2019 04 10
Closing Date: 2019 04 17

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/graduate-program-assistant

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