Graduate Program Assistant

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

Graduate Program Assistant

School of Engineering, College of Engineering and Physical Sciences

Hiring #: 2019-0243

Please read the Application Instructions [1] before applying

The School of Engineering (SOE) delivers academic programming to approximately 1,810 undergraduate students and over 300 graduate students. It currently consists of 61 faculty members, 34 regular full time staff, ~ 40 temporary/contract staff and ~ 9 sessional lecturers.

The Graduate Program Assistant reports to the Administrative Officer and works closely with the Associate Director of Graduate Studies to coordinate and support the graduate programs for students from pre-application to final examination. The position is responsible for the efficient and effective operations of the School’s graduate programs and instilling an environment that supports student success. Working as a team, 3 Graduate Program Assistants in the School of Engineering ensure the smooth day to day administrative and academic operation of the graduate programs, including a number of interdisciplinary graduate programs.

Key duties and responsibilities include:

Graduate student recruitment and admissions; graduate advising and counselling regarding program policies, procedures and regulations; processing student compensation (scholarships, research assistantships, teaching assistantships); graduate course scheduling and calendar changes; coordinating qualifying exams and dissertation defenses, OGS and other internal & external scholarships and awards and general administrative support for the graduate programs and the department. This role provides support to the Associate Director of Graduate Studies and the School of Engineering faculty in relation to graduate students. OGS and other internal & external scholarships and awards.

Requirements of the position include:

- One-year of community college in an office administration or business program (2 year community college diploma or undergraduate degree in any discipline is preferred) and one year of related experience, or an equivalent combination of education and experience
- 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, judgement
- Ability to work in a fast paced environment with constant interruptions
- Ability to work effectively both independently and with a team
- Attentiveness to detail
- Familiarity with University policies and procedures related to Graduate Studies preferred
- Knowledge of student information systems, Office 365, and Web Now would be considered and asset. Experience in Adobe Acrobat, Microsoft Office (Word, Excel, Access, PowerPoint) software is required.
- Ability to evaluate transcripts, especially foreign transcript would be beneficial.
- Familiarity with an academic environment and culture is an asset

Position Number          126-165
Classification: USW, Local 4120 Salary Band 4*
Salary Range:
- $23.13 Minimum (Level 1)
- $25.85 Normal Hiring Limit (Level 3)
- $31.29 Job Rate (Level 7)

*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 05 01
Closing Date: 2019 05 08

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