Graduate Program Assistant

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

Graduate Program Assistant

Ontario Veterinary College Shared Administration Services (OVC SAS)

Hiring #: 2019-0427

Please read the Application Instructions [1] before applying

Reporting to the Administrative Manager, Graduate and Research Program Services, the Graduate Program Assistant (GPA) provides administrative support for all aspects of graduate programs within the Ontario Veterinary College with a focus on service excellence. The GPA will help to ensure the maintenance of academic standards and the integrity of all of OVC graduate programs working with a team of dedicated and skilled colleagues.

Working within a shared services environment, the successful candidate will ensure excellent service for their client group, which includes graduate students, graduate coordinators, department chairs, faculty, and staff from each of the four academic departments in OVC. Key responsibilities of the position include: maintaining graduate student records using a database; performing a monthly regular audit and reconciliation of records to the University of Guelph student information system (Colleague); assisting applicants throughout the application process, clarifying matters beforehand, recording additional pertinent information for consideration in order to assist with the ranking of applications, and assisting in the evaluation of transcripts; tracking and monitoring the progress of graduate students and escalating concerns to the graduate coordinator; serving as a graduate awards and scholarships resource, ensuring compliance of processes for scholarships and compiling data for consideration; accessing student applications from the graduate admissions system (WebNow) and abstract or profile applicant information for review by potential advisors and/or graduate coordinators; arranging graduate exams and defenses including travel arrangements, accommodations and other requirements for off-campus committee members and external examiners in consultation with the department graduate coordinator.

Requirements of this position include: One-year of community college in an office administration or business program (two years of community college in an office administration or business program preferred) plus some related experience, or an equivalent combination of education and experience. Additional requirements include: excellent organizational and time management skills; excellent verbal and written communication skills; exceptional client service skills in a multi stakeholder, fast paced environment; strong decision making and creative thinking skills; proficiency with computers, MS Office (Word, Excel, Access) software; and ability to work independently and as part of a team. The Graduate Program Assistant will exercise tact, demonstrate leadership and meet expected standards of confidentiality. Experience in an academic environment and knowledge of standard operating procedures and policies related to student recruitment would be considered an asset.

Position Number 206-001
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)

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.