Grad Program Assistant

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

Grad Program Assistant

School of Environmental Science, Ontario Agricultural College

Temporary full-time from December 2019 to March 31, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0645

Please read the Application Instructions [1] before applying

The School of Environmental Science is a well-established academic unit in the Ontario Agricultural College, currently with over 170 full graduate students. Reporting to the Administrative Officer, the incumbent will be principally responsible for administering the various functions of the grad program. The incumbent will respond to initial inquiries from grad students, provide guidance to prospective students, and then administer the application process. Included in this will be transcript evaluations and prepping the full application file for review by the grad chair and grad committee. All completed and accepted applications will be processed by the grad program assistant in accordance with graduate studies policies and procedures. The incumbent will also give guidance and clarification to students during their exam processes, including qualifying exams for PhD candidates, Masters and PhD defenses. The incumbent will ensure the proper timing, completeness, organization of the required documents in addition to coordinating the exam committees. The incumbent will be responsible for activities relating to graduate funding, scholarships and other award support (including University, OAC, NSERC & OGS awards).

The incumbent will be responsible for maintaining accurate records and statistics (including excel records) for all students in SES graduate programs. Other duties will include active participation in coordination of grad recruitment activities and materials, updating program details on the SES website, maintaining the grad listservs and supporting the graduate committee and grad program chair.

Requirements of the position include: 2 years relevant work experience and a 1 year community college diploma. Candidates must demonstrate: initiative; attention to detail; strong organizational skills; working knowledge of email, Microsoft Office software (Excel); dependability; the ability to work effectively both independently and as a member of a team; strong written and oral communication skills; and the ability to prioritize tasks in a high volume time constrained environment. Experience working in an academic department; experience with University Graduate programs and policies is an asset.

Covering Position Number   131-042
Classification      USW, Local 4120 Salary Band 4*
Normal Hiring Range $23.13 - $25.85 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.

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Closing Date: 2019 11 25

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