Graduate Program Assistant

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

Graduate Program Assistant

Integrative Biology, College of Biological Science

Hiring #: 2019-0692

Please read the Application Instructions [1] before applying

Reporting to the Administrative Assistant, the Graduate Program Assistant is responsible for co-ordinating the efficient and effective operation of the Department’s graduate programs, including a number of interdisciplinary graduate programs, as well as providing support to the Graduate Coordinator and department faculty in relation to graduate students. The incumbent works closely with the Graduate Coordinator in many aspects of the program including: awards; compensation; defences; program planning; recruitment activities; distributing appropriate documentation to the Office of Graduate Studies; maintaining statistical information for the department Chair, Graduate Committee, ADR and Office of Graduate Students. In addition, the incumbent provides support to the inter-disciplinary Bioinformatics program. The Graduate Program Assistant is the main contact for the majority of enquiries and advice for in-course students. The incumbent will play a leadership role in the initiation, design, and delivery of a data base to track student progress and ensure that obligations are being met. In addition, this position will work with the rest of the Administrative staff in the IB department to maintain a high level of service during peak demand times and when staff are absent.

Requirements for the position include: Completion of 1 year post-secondary education (undergraduate degree preferred) and some related work experience, preferably in an academic environment or an equivalent combination of education and experience. A high level of diplomacy, tact, judgment and the ability to multitask while maintaining a high quality of work are necessary attributes. The successful candidate must demonstrate a genuine interest in the well-being of students. Attention to detail; strong organizational skills and proven ability to prioritize a challenging workload; the ability to work effectively both independently and with a team; excellent oral and written communication skills including composing clear and concise correspondence. Preferred candidates will demonstrate an understanding of university policies and procedures, and university systems (for example, Colleague, Webnow), especially relating to Graduate students, and experience providing student support. Experience in Microsoft Office software, Adobe Acrobat and website maintenance is also required.

Position Number 146-067
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 12 11
Closing Date: 2019 12 18