Graduate Program Assistant

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Graduate Program Assistant

Department of Human Health and Nutritional Science, College of Biological Science

Hiring #: 2021-0573

Please read the Application Instructions [1] before applying

Reporting to the Administrative Officer, 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 also provides support to the department's course-based Masters' program. The Graduate Program Assistant is the main contact for the majority of enquiries and advice for in-course students. The incumbent in this position 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 HHNS department to maintain a high level of service during peak demand times and when staff are absent.

Requirements for the position include: Completion of 2 year college diploma in Business Administration or a related field (degree preferred) and a few years work experience preferably in an academic environment or an equivalent combination of education and experience. The successful candidate must demonstrate a genuine interest in the well-being of students.

Additional requirements include:

- Database management, record keeping skills
- Maintain high levels of confidentiality especially with regards to sensitive matters
- Professionalism, diplomacy, judgement
- Ability to multitask and prioritize while maintaining high quality, accurate, work
- Attention to detail, strong organizational and problem solving skills
- Understanding of policies, procedures, and, systems that apply in an academic environment especially relating to Graduate students; experience providing student support
- Experience working in a fast-paced environment with constant interruptions;
- Ability to work effectively both independently and with a team;
- Excellent communication (written and oral), organizational, and problem solving skills;
- Excellent customer service skills including sensitivity to issues, concerns and needs of students, staff and faculty.
- Proficiency in computer systems, particularly Microsoft Office (with extensive Excel experience required), email & calendaring, social media, website software, Colleague, Webnow

This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus) and on-campus until the University resumes its regular operations.

Position Number 299-038
Classification USW, Local 4120 Salary Band 4*
Salary Range $23.83 Minimum
$26.63 Normal Hiring Limit
$32.24 Job Rate
*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: 2021 11 03
Closing Date: 2021 11 10

Page category: Current Opportunity [3]

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity