Graduate Program Assistant

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Position covered by the Collective Agreement with USW Local 4120

Department of Psychology

Hiring #: 2021-0612

Please read the Application Instructions [1] before applying

The Graduate Program Assistant (GPA) reports to the Academic Advisor and Manager and provides administrative support for all aspects of the Graduate Program, ensuring the maintenance of academic standards and the integrity of 3 graduate programs (MA, MSc, PhD) over 4 fields of study and 2 collaborative programs. The level of independent action (minimal supervision) is important in accordance with the University, CUPE3913 Unit1 and 2, and University and departmental policies and procedures.

The GPA provides assistance to the Chair, Graduate Coordinator, Academic Advisor and Manger, Director of Clinical Training, Director of the Collaborative Neuroscience Program, Department Graduate Studies Committee members, faculty, graduate students, and prospective students (and their families or agencies). First line communications with undergraduate and graduate students regarding all aspects of the graduate programs in Psychology, as well as liaising with numerous other units on campus regarding graduate-related matters.

This position requires the ability to collaborate, implement, distribute, and expedite graduate issues as well as to effectively multitask to meet the graduate needs of graduate students and graduate faculty.

Key duties and responsibilities include:

- Responding to enquiries from prospective and current graduate students
- Providing and receiving graduate student application packages, which includes ensuring that each application is complete, evaluating transcripts, acknowledging receipt of packages and reference letters, and distributing appropriate documentation to Graduate Studies Office
- Maintaining statistics for the Graduate Studies Committee and for the periodic reviews, and preparing nomination forms for Associate Graduate Faculty and Special Graduate Faculty
- Assisting in the coordination of graduate-student recruitment activities and with the preparation of outreach/recruitment/information materials
- Notifying graduate students of upcoming award and scholarship availability and deadlines; receiving all material for scholarships/awards, ensuring that all awards application packages are complete; monitoring the status of prospective student applications; preparing a preliminary grade ranking for each award for submission to the Graduate Studies Committee; monitoring School allocations of internal awards to ensure equitable distribution to students before the deadlines
- Other duties as assigned

Position Requirements:

- One (1) year community college program in a related field (university degree preferred) and a minimum of one (1) year of related experience, or an equivalent combination of education and experience
- Excellent oral and written communication, interpersonal and organizational skills
- Knowledge of the University of Guelph policies, Collective Agreements and procedures related to recruitment, admissions and graduate programs is an asset
Problem solving and analytical skills with proficiency in mathematics for evaluating transcripts
Ability to take initiative to work independently and work as part of a team in a busy and varied environment
Proven aptitude for detail and accuracy and ability to manage multiple demands
Demonstrated ability to adapt to an evolving and fast-paced environment with constant interruptions, while maintaining effective communication with all stakeholders
Demonstrate a genuine interest in the well-being of students
High level of professionalism, diplomacy and sound judgment
Strong computer experience and proficiency with Microsoft Office software
Experience with Colleague, Courselink, WebAdvisor, Webnow, Win Pro Marks, Datatel would be an asset

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

Position Number         294-031
Classification               USW, Local 4120 Salary Band 4
Salary Range              $23.83 Minimum
$26.63 Normal Hiring Limit
$32.24 Job Rate

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 29
Closing Date: 2021 12 06

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
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity