Graduate Program Assistant

Forbes includes U of G Among Canada’s Best Employers
Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Graduate Program Assistant

School of Environmental Science, Ontario Agricultural College

Hiring #: 2022-0142

Please read the Application Instructions [1] before applying

The School of Environmental Science is a well-established academic unit in the Ontario Agricultural College, with a large and diverse graduate program, in excess of 175 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 a high volume of inquiries from prospective students, provide guidance to prospective students, and then administer the application process. This includes PHD, MSC & a growing course based masters program (MES). Included in this will be transcript evaluations, including a large amount of international calculations/conversions, 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 polices and procedures. These tasks require handling a very high volume of work in a time constrained environment with very high attention to detail.

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) and will need to have an understanding of the CUPE 3913 collective agreement.

The incumbent will be responsible for maintaining accurate records and statistics for all students in SES graduate programs. They must have working knowledge of office software including excel. 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. Evening and weekend work may be required for special events and projects.

Requirements of the position include a minimum of two (2) years relevant work experience in a comparable role, with at least one (1) year that includes working with graduate activities and policies of a University Academic Department as well as an understanding and experience with NSERC & OGS awards. The successful candidate will also be required to have completed at least a two (2) college diploma related to office administration with preference for candidates who hold an undergraduate degree.

Candidates must demonstrate initiative; high attention to detail; very strong organizational skills; working knowledge of email, Microsoft Office software (particularly excel), and UoG graduate systems (colleague, experience apps); 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.

Position Number         131-042
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: 2022 02 28
Closing Date: 2022 03 07

Page category: Current Opportunity [3]

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