Forbes includes U of G Among Canada's Best Employers
Professional and Managerial Group

Graduate Program Officer

Department of Mathematics & Statistics, College of Engineering and Physical Sciences

Temporary full-time from September 1, 2022 to August 31, 2024
Hiring #: 2022-0570

Please read the Application Instructions [1] before applying

The Department of Mathematics and Statistics is seeking a Graduate Program Officer to provide administrative leadership in the development, implementation, and growth of our new data science program. The Master of Data Science program is in high demand from professionals wanting to pursue a career in the increasingly important field of data science and offers a range of industry-driven and cutting-edge teaching, professional training, and research programs.

Reporting to the Department Chair and the Program Director, the primary objective of this role is to connect the program to the outside world by leading industry liaison and networking activities on behalf of the program. The Graduate Program Officer will ensure the effective management and administration of the program on a day to day basis to ensure a quality experience for our students, assist in the marketing and recruitment of the program, and coordinate special events that may bring together industry, alumni, and external partners with the purpose of promoting the program, department and University.

Requirements of the position include:

- An undergraduate degree in business administration, management, marketing or a related field and 2 years of relevant experience or an equivalent combination of education and experience.
- Knowledge and experience in the field of data science would be considered an asset.
- Results-oriented and committed to a high standard of service.
- Demonstrated ability to build and manage effective partnerships with internal and external clients.
- Shows maturity, tact, diplomacy, confidentiality at all times.
- Strong time management, project management, and problem-solving skills.
- Timely triage and response to unsolicited requests/inquiries.
- Exceptional communication skills including written and verbal with the ability to present information to diverse audiences.
- Experience working as part of a team and interpersonal skills while working with various stakeholders. This includes the ability to listen, negotiate, mediate, and build strong relationship
- Experience with marketing and recruitment practices and initiatives.
- Experience in executing and participating events and interacting with the public at large and diverse audiences is an asset
- Familiarity with web management systems and social media management considered an asset

Classification P03
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] 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 08 15
Closing Date: 2022 09 06 (extended)


Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/graduate-program-officer

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply [2]
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