Manager, Graduate Studies

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Manager, Graduate Studies

College of Physical and Engineering Science Dean’s Office

Hiring #: 2023-0392

Please read the Application Instructions [1] before applying

The Manager, Graduate Studies is a key member of the College’s management team and exists to build capacity, generate revenue, and garner external recognition within the portfolio of graduate studies in the College of Physical and Engineering Science (CEPS). CEPS has five academic units (Engineering, Computer Science, Physics, Chemistry, and Mathematics and Statistics) with more than 150 research-active faculty members, several major centres and institutes, including CARE-AI and Morwick G360. The College has diverse sources of research funding in excess of $20M per year, advanced research infrastructure, and is involved in a number of high-profile external partnerships. The College’s graduate student body totals nearly 600 students and growing across its professional programs and thesis-based programs. The Manager, Graduate Studies works closely with the Associate Dean, Research & Graduate Studies (ADRGS), the Office of Graduate and Postdoctoral Studies, the college management team, and academic units to develop new graduate programs, improve and support existing graduate studies, and promote CEPS to key internal and external audiences. The manager serves as the main point of contact for graduate studies, and they ensure continuity and consistency of these operations in the absence of the Associate Dean, Research & Graduate Studies

The main responsibilities of the Manager, Graduate Studies include:

A. Graduate Studies Operations and Oversight: provide leadership in the development of graduate policies, procedures, and practices. Organize internal awards competitions, promote our best students for awards and scholarships. Provide strategic and administrative support to the ADRGS., Serve as a key resource and subject matter expert within the College on the interpretation and adherence to policies, guidelines, provide advice and support problem resolution.

B. Strategic Initiatives and Program Development: supporting the college management teams to build new graduate programs and enhance existing graduate programs, including program quality assessment and reporting. Provide critical analysis of strategic opportunities and challenges facing the college. Ensure the college is positioned to respond to emerging opportunities. Strategize with the ADRGS, as to how best to manage and utilize their discretionary budget to achieve the greatest benefit for CEPS’ graduate studies enterprise. Guide the development of new graduate programs and specializations through the University’s governance structure. Work with college executive team to define and implement strategic plan for graduate studies.

C. Graduate Recruitment Strategy, Internal and External Relations; develop and implement an annual College-wide graduate recruitment plan for CEPS graduate programs in coordination with the CEPS dean’s office marketing communications team. Represent CEPS on all relevant University committees and working groups (Graduate Studies Council, Graduate Awards Committee, University Graduate Managers, etc). Liaise with internal offices (e.g., the Office of Graduate & Postdoctoral Studies) and external funding agencies and foundations on behalf of faculty, staff, and graduate students. Organize and manage recruitment events including coordinating faculty/academic unit participation.

Requirements of the Position:
Master’s degree (PhD. Strongly preferred) in physical science, engineering, computer science, or a related discipline combined with several years of postgraduate degree experience ideally including management experience in academic administration setting or an equivalent combination of education and experience.

Strong communicator that understands scientific research and the grad student experience in science and engineering.

Excellent knowledge of Canadian funding system and graduate studies landscape in Canada/Ontario would be a major asset.

Proven strategic thinker and planner who has excellent creative thinking and analytical thinking skills with the ability to solve problems.

Ability to present complex information across multiple levels using Word, PowerPoint, websites, and social media platforms.

Skilled listener, communicator and negotiator with excellent leadership and teamwork skills, especially in a diverse group setting.

Leverage statistical software and Excel to analyze data, develop models and forecasts, and generate reports.

Demonstrated ability to build positive professional relationships and work effectively and collaboratively with stakeholders at multiple levels, preferably within a complex public sector environment.

Excellent organizational skills, including multitasking, planning, and prioritization.

Strong writing and editing skills, and the ability to edit and proofread documents varying from research publications to administrative policies.

Understanding of the financial system of the University, especially with regards to research and graduate studies.

Position Number         253-022
Classification               P06
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: 2023 07 10
Closing Date: 2023 07 31