Graduate Records Officer

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 Records Officer
Office of Graduate & Postdoctoral Studies
Hiring #: 2023-0404

Please read the Application Instructions [1] before applying

Reporting to the Manager, Graduate Student Records & Progression, The Graduate Records Officer (GRO) is one of two key positions responsible for maintaining graduate student records from admission to graduation. This position is responsible for ensuring the accuracy and confidentiality of the graduate student record. GROs review and process all records-related requests for current graduate students, acting as a primary resource on graduate studies for faculty, staff, and students.

The incumbent has a broad range of regular duties including but not limited to: Advisory Committee Forms, Examination Requests, Leaves of Absence, Program Transfers, Maximum Program Duration, and Recommendations for Withdrawal. The GROs are responsible for tracking, generating, and reporting key graduate student data for various purposes, and calculating Weighted Grant Units. In addition, the GROs manage the program completion process for all graduate students, including reviewing and approving thesis submissions, verifying graduation requirements, and entering completion data in student records. The incumbent also vets and coordinates submissions to the Admissions and Progress Committee and carries out committee decisions. This position plays a crucial role in training and advising personnel in other units regarding graduate and Colleague processes as well as in disseminating graduate records information.

You will be considered for the role of GRO if:

- You have an undergraduate degree along with a minimum of one year related experience. An equivalent combination of relevant education and experience maybe considered.
- You are process-oriented with strong attention to detail and the ability to maintain meticulous records. You have the utmost respect for maintaining the history and accuracy of student data and understand the ramifications of making changes to data.
- You are exceptionally organized with the ability to prioritize tasks and manage a very high volume of daily requests while staying on top of semesterly processes and tracking.
- You are proficient with a variety of computer applications, including Microsoft Office (Excel, Access, Word, and PowerPoint), and Adobe Acrobat Pro, with a desire for continuous learning in this area. You should have good working knowledge of Colleague or other student record management software.
- You are highly motivated with the ability to work both independently and as an enthusiastic member of the Graduate Records Team and the Office of Graduate & Postdoctoral Studies as a whole.
- You have a customer-service approach, excellent communication skills, and the ability to build rapport across diverse groups of people.
- You are analytical and able to interpret complex academic policies and procedures.
- You are excited about supporting graduate students and fulfilling the University’s strategic priority to advance our distinctive student experience. It is preferred that you have Graduate Studies experience, and knowledge of university systems and academic structures would be assets.

Position Number 456-008
Classification
USW, Local 4120 Salary Band 5
Salary Range
$27.43 Minimum
$30.65 Normal Hiring Limit
$37.13 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: 2023 07 17
Closing Date: 2023 07 24

Page category: Current Opportunity[3]