Graduate Program Assistant

REPOST
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Graduate Program Assistant

School of Computer Science, College of Engineering and Physical Sciences

Temporary full-time from August 2023 to August 7, 2024
Hiring #: 2023-0364

Please read the Application Instructions [1] before applying

The School of Computer Science is an active and dynamic group of researchers and educators working in a wide range of fields. We are proud to offer both undergraduate and graduate degree programs designed to showcase the uses of computer science and help prepare students for a career in Computer Science. There are approximately 1100 undergraduate students and about 70 graduate students and 40 MCTI students. It currently consists of 26 faculty members, 10 regular full-time staff, 2 temporary/contract staff.

Reporting to the Manager, Cybersecurity Program and Operations, the Graduate Program Assistant works closely with the program director and the department’s graduate coordinator to ensure the smooth day-to-day administrative operation of the graduate programs within the department. Program includes the professional course-based Master of Cyber Security (MCTI). This role is responsible for the full cycle of graduate program support from recruitment and admissions to supporting in progress students through to completion of studies. This includes communicating with potential students, processing applications, coordinating activities related to incoming students, allocating office space, assisting with orientation. It is expected that the incumbent is well versed on all graduate student matters and appropriate university policies and procedures and any collective agreements relating to graduate students to maintain the academic standards and integrity of the graduate programs.

The Graduate Program Assistant will also provide additional academic and general administrative support as needed such as course evaluations, taking meeting minutes, and final grade submissions.

This position will initially be located at 150 Research Park.

Requirements for the position include A minimum two (2) year Community College Diploma in business administration or a related field, along with a minimum of two (2) years related work experience, preferably in an academic environment. An equivalent combination of education and experience may be considered. The successful candidate must demonstrate a genuine interest in the well-being of students.

Additional requirements include:

- Working knowledge of an electronic office environment and intermediate knowledge/skills in using databases, spreadsheets, and word processing software.
- Knowledge and training on using university specific programs such as Colleague and Webnow or similar programs.
- Good computer skills, strong mathematical, oral and written communications and transcription skills (recording minutes).
- High level of discretion, tact, and judgment in dealing with confidential and sensitive matters.
- Knowledge of financial services, awards, and databases.
• Ability to consistently prioritize duties in response to type and level of demand.
• Ability to multi-task and work with frequent interruptions.
• Excellent customer service skills for working with students and faculty.
• Excellent organization skills.
• Sound knowledge of the academic programs, their regulations, and procedures related to graduate programs.
• Knowledge of the University at large and its policies (academic, collective agreements, etc.) would be considered an asset.

Position Number                     289-TFT
Classification               USW, Local 4120 Salary Band 4
Normal Hiring Range  $25.22 - $28.18 per hour

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 31
Closing Date: 2023 08 07

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