Graduate and Research Program Assistant

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Graduate and Research Program Assistant

Ontario Veterinary College Shared Services (OVC SS)

Temporary full-time from August 2023 to August 2024
Hiring #: 2023-0464

Please read the Application Instructions [1] before applying

Reporting to the Manager, Graduate and Research Programs, the Graduate and Research Program Assistant (GRPA) provides administrative support for all aspects of graduate and research programs within the Ontario Veterinary College (OVC) with a focus on service excellence.

Working within a shared services environment, the GRPA will be responsible for their designated portfolio, with the flexibility to provide support across all GRPA portfolios as needed. Each portfolio includes a defined set of graduate students, graduate coordinators, department chairs, faculty, and staff from one of the four academic departments in OVC. In accordance with Policy 520, [2] this position is eligible for a flexible work arrangement, with up to 2 days telework, once the incumbent has successfully completed their probationary period.

Primary responsibilities of the GRPA include:

- Advising on graduate programs processes, recruitment and admissions
- Monitoring graduate student progress to ensure graduate students remain on track to graduate and meet program requirements
- Providing administrative support for graduate programs and research, which includes organization and planning related to various committee meetings, awards, scholarships, and research competitions

Specific tasks will include (but are not limited to):

- Accessing student applications from the graduate admissions system (Experience Apps) and abstract or profile applicant information to prepare for review by potential advisors and/or graduate coordinators
- Assisting applicants throughout the application process and recording additional pertinent information for consideration to assist the admissions committee with the ranking of applications
- Preparing transcript evaluations for admissions and scholarship/awards consideration
- Serving as a graduate awards and scholarships resource, and ensuring current and prospective graduate students are compliant with administrative processes related to scholarships and awards
- Arranging logistics of graduate exams and defenses in consultation with the department graduate coordinator
- Maintaining graduate student records using a database

Requirements of this position include: Two years of community college in an office administration or business program (Undergraduate degree preferred) plus some related experience, or an equivalent combination of education and experience. Additional requirements include: excellent organizational and time management skills; good problem solving and critical thinking skills; good understanding of basic mathematical concepts to support accurate transcript evaluations; basic skills in project management; high integrity; excellent verbal and written
communication skills; exceptional client service skills in a multi stakeholder, fast paced environment; strong
decision making and creative thinking skills; proficiency with computers and virtual environments, knowledge of MS
Office (Word, Excel, Access, Outlook) software. The GRPA will exercise tact, initiative, demonstrate leadership,
and meet expected standards of confidentiality, and demonstrate personal drive and discipline to remain focused
and on task in a hybrid environment. Experience in an academic environment and knowledge of standard operating
procedures and policies related to student recruitment would be considered an asset.

Position Number 206-001
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 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 08 09
Closing Date: 2023 08 16

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

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