

**PSYCHOLOGY ADMINISTRATIVE ORGANIZATIONAL STRUCTURE & MAJOR TASKS
(February 2022)**

Department Chair

Administrative Assistant to the Chair

- Chair's Office
- Administration
- DOE forms
- Finance & budgets
- Contracts and salaries
- Visitors
- Hospitality
- URA/ USRA
- HR/ Payroll Inquiries
- New Appointments/
Extensions of
appointments including
GRA
- GTA appointments
- Tenure and Promotion
- Electronic access

Financial Clerk

- Grants
- Lab supply orders
- Invoices
- RRV's
- Journal entries
- Travel claims
- Petty Cash
- Cheque Requisitions
- Monthly reconciliations of
departmental accounts

Administrative Support
psychdep@uoguelph.ca

Department:

- Reception
- General Information
- Keys
- Bookings – classroom
and meetings rooms
- Office supplies
- Mail, update mailboxes
- Work orders
- Shredding
- Paper, ink, office
supply ordering

Academic:

- Textbooks
- Exam copying
- Graduate admissions

Backup:

- Deferred & SAS exams
- Grades and Classlists
- Priority expense claims
- Lab orders
- GPA support
- As needed

**Graduate
Program Assistant**
psycgpa@uoguelph.ca

- Admissions
- Records
- Evaluations
- Teaching Assistants
- Grades
- Examinations
- Advisory/Committees
- Faculty nominations
- Track grad funding
(GRA, GTA,
scholarships, etc.)

**Undergraduate
Program Assistant**
psycugas@uoguelph.ca

- Course Scheduling
- Course Outlines
- Grades
- Course Evaluations
- Course Surveys
- Copies/scans
- Backup Administrative
Support

**Academic Advisor and
Manager**

- Teaching Assignments
- Enrolment management
- Curriculum
- Website
- Course Waivers
- Scheduling
- CSAHS GOAL 2.0
Representative