

Job Description

Job Title:	Assistant to the Associate Dean, Graduate Studies and Postdoctoral Affairs
Department:	Dean of Engineering – Graduate Studies and Postdoctoral Affairs
Reports To:	Associate Dean, Graduate Studies and Postdoctoral Affairs
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	January 2022

Primary Purpose

This position is responsible for providing strategic support to the Associate Dean, Graduate Studies and Postdoctoral Affairs on all aspects of the portfolio relating to internationalization and postdoctoral studies. The incumbent provides operational and administrative support to the Associate Dean, Graduate Studies and Postdoctoral Affairs with the development of events, new initiatives, and student engagement opportunities supporting international graduate students and postdoctoral fellows. The Assistant to the Associate Dean, Graduate Studies and Postdoctoral Affairs, plays a key role in providing effective administrative, logistical and project support for a variety of key initiatives within the Faculty of Engineering Graduate Studies and Postdoctoral Affairs Office.

Key Accountabilities

Provides strategic support to the Associate Dean, Graduate Studies and Postdoctoral Affairs

- Undertakes special projects, performs background research, and prepares letters of invitation, reports and promotional materials.
- Represents Engineering Graduate Studies and Postdoctoral Affairs by greeting international delegations, ensures groups arrive at meetings and other events as needed.
- Works collaboratively to build consensus to ensure the success of Engineering Graduate Studies and Postdoctoral Affairs, through effective communications with academic and support units.
- Is knowledgeable of all aspects of programs, initiatives and issues related to internationalization, international graduate students, and postdoctoral affairs. The incumbent serves as a resource for the interpretation and application of related university and faculty policies, and guidelines for best practice for the Engineering community.
- Maintains awareness of cultural norms and sensitive issues relevant to internationalization.
- Supports the Faculty of Engineering by coordinating logistics related to visiting international delegations. Specific duties include preparing presentations, biographies, and itineraries, logistical arrangements, and assembling briefing notes for incoming and outgoing delegations.
- Plans and executes events sponsored by the Associate Dean, Graduate Studies and Postdoctoral Affairs. Incumbent provides logistical support and contributes to the organization of announcements, meetings, events, and workshops. Duties may include booking venues, catering, and technical support for presentations.
- On behalf of the Associate Dean, Graduate Studies and Postdoctoral Affairs, liaises with a variety of stakeholders. Creates and manages positive, effective relationships with external agencies, university administrators, faculty, staff and students and represents the university in a professional manner that reinforces Waterloo's reputation.

Supports the on-going development of initiatives related to internationalization:

- Assumes project management responsibilities for special projects, and initiatives, including resources and budget requirements.

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- Monitors and initiates workflows for international approvals.
- Supports the on-going development and coordination of community-building events and mentoring programs for international students in the Faculty of Engineering.
- Coordinates incoming delegation requests and in consultation with the Associate Dean, Graduate Studies and Postdoctoral Affairs, develops plans for visiting delegations and outgoing missions.
- Ensures that out-going delegations on exchange or otherwise have necessary documentation for travel, work, etc.
- Oversees strategic communication materials including web content for the Office of the Associate Dean, Graduate Studies and Postdoctoral Affairs, as it relates to internationalization and postdoctoral studies. Incumbent contributes to, monitors, and recommends changes to ensure that all information is current and aligns with digital content best practice, institutional standards, and web accessibility requirements.

Postdoctoral Fellowship, Program Enhancement and Promotion:

- Provides support to new initiatives for the postdoctoral fellowship program.
- Develops and implements onboarding and orientation for new postdoctoral fellows; welcomes new candidates offering information about the university as needed.
- Supports the organization of meetings and events with international graduate students and postdoctoral fellows to discuss issues, provide updates, obtain feedback on overall experience; compiles feedback to support implementation of changes where appropriate in collaboration with the Associate Dean, Graduate Studies and Postdoctoral Affairs.
- Compiles information on new opportunities for graduate students and postdoctoral fellows including exchange programs, industry or collaborative opportunities, potential job opportunities.
- Identifies opportunities to share successes of international graduate students and postdoctoral fellows and works in collaboration with the communications team to promote to a broader audience.
- Support planning and logistics for events for international graduate students and postdoctoral fellows including training opportunities, workshops, career fairs, conferences, etc.

Provides operational oversight:

- Acts as the first point of contact for all enquires to the Office of the Associate Dean, Graduate Studies and Postdoctoral Affairs, as it relates to internationalization, and postdoctoral studies.
- Monitors and reports on progress to date on portfolio strategic initiatives. Incumbent maintains current information on international and postdoctoral fellow activities and provides timely reports and recommendations.
- Creates and manages metrics to measure and report on effectiveness of the internationalization and efforts supporting postdoctoral fellows in the Faculty of Engineering.
- Maintains all records and official documentation.

Administrative support to the Associate Dean, Graduate Studies and Postdoctoral Affairs:

- Is responsible for providing a high level of administrative support to the Associate Dean, Graduate Studies and Postdoctoral Affairs, including but not limited to preparing correspondence, manages calendaring and schedules meetings.
- Provides faculty-level support for collaborative graduate programs.
- Acts as a recording secretary for meetings related to the international portfolio. Incumbent attends all relevant meetings, prepares agendas, and records minutes.
- Provides administrative support as needed to all aspects of Graduate Studies and Postdoctoral Affairs within the Faculty of Engineering.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and*

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safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education <ul style="list-style-type: none">• Bachelor's degree or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• Minimum of 3 years of experience in roles with increasing level of responsibility, preferably in an academic environment• Demonstrated knowledge of academic research environments, in particular experience working with graduate students, international students, and postdoctoral fellows• Knowledge of project and data management, analysis, and planning experience desired
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Ability to apply an innovative approach as an advocate for international students, graduate students, and postdoctoral fellows• Excellent working knowledge of university policies, procedures, and guidelines; particularly related to international agreements, graduate, and postdoctoral studies• Strong organizational, problem solving, analytical, decision-making, and critical thinking skills• Excellent written and oral communication skills, and attention to detail• Experience building relationships with a variety of stakeholders• Excellent time management skills with the ability to balance conflicting demands and priorities• Demonstrated ability to handle sensitive and confidential information with discretion and tact• Demonstrated ability to work collaboratively, take initiative, and work with minimal supervision to undertake a wide range of administrative duties• Intermediate to advanced knowledge of Outlook, Word, Excel and PowerPoint• Knowledge and experience working with Concur an asset

Nature and Scope

- **Contacts:** This position interacts regularly with the Office of the Dean of Engineering, Associate Dean, Undergraduate Studies, Associate Dean, Teaching and Student Experience, Associate Dean, Outreach, Equity, and Diversity and Associate Dean, Research and External Partnerships, as well as all academic and support units within the Faculty of Engineering. The role works collaboratively with Engineering Advancement on communications and events planning as it relates to new initiatives supporting graduate students and postdoctoral fellows. In addition, the incumbent will work closely with Graduate Studies and Postdoctoral Affairs, Waterloo International, Human Rights, Equity and Diversity, Office of Research, Human Resources, Finance, and stakeholders of collaborative graduate programs. The Assistant to the Associate Dean, Graduate Studies and Postdoctoral Affairs, is responsible for developing and maintaining excellent working relationships with all these areas to fulfill the primary purpose of the position.
- **Level of Responsibility:** Specialized work with minimal supervision and provides guidance to others. Incumbent manages faculty-wide functions or processes that are specialized but has no direct reports. Responsibility for oversight of co-op students, casual and temporary staff.
- **Decision-Making Authority:** Makes decisions about the most effective methods for implementing all responsibilities as outlined including key administrative functions in the Office of the Associate Dean, Graduate Studies and Postdoctoral Affairs, within the scope of the duties outlined above. The incumbent determines the optimal course of action to solve routine problems.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.

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- **Working Environment:** Travel: Minimal. Working Hours: Regular working hours with occasional evening and weekend work required. Risks - Physical and psychological: No significant risks.