

Job Description

Job Title:	Administrator, Graduate Studies
Department:	Faculty of Environment
Reports To:	Faculty Financial Officer, Faculty of Environment Functional direction from the Associate Dean Graduate Studies, Faculty of Environment
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	September 2020

Primary Purpose

This position provides strategic support for all key administrative operations associated with the graduate portfolio in the Faculty of Environment Graduate Office. The incumbent consults with the Associate Dean Graduate Studies regarding the development, implementation and interpretation of University and Faculty academic policies and procedures as they relate to graduate students in Environment and acts in a leadership capacity to departmental graduate coordinators, advising, coordinating and training on day-to-day operations of graduate studies.

Key Accountabilities

Provides support to the Associate Dean Graduate Studies for key administrative operations associated with graduate academic services and operations, including but not limited to:

- Providing guidance, training, and support to Faculty of Environment graduate program coordinators, Graduate Officers/Associate Chairs, and graduate students with regard to Faculty admissions, graduate procedures and policies development, and implements procedural changes to improve day-to-day operations;
- In consultation with the Associate Dean, Graduate Studies, develops, implements and maintains processes relating to graduate academic policies and procedures;
- Compiling information and statistical data to inform graduate program reports and appraisals for the Associate Dean Graduate Studies and other stakeholders;
- Managing the processes related to graduate academic offences and appeals for the faculty, in accordance with Policies 70, 71 and 72;
- Serving as liaison between department graduate coordinators and the Graduate Studies and Postdoctoral Affairs Office;
- Managing teaching assistantship allocations;
- Dissemination of admission and enrolment information;
- Processing ADDS status requests and maintenance of list of those with ADDS status
- Administration of all Faculty of Environment Ph.D. defences in conjunction with students, supervisors, external examiners, Chairs, and the Graduate Studies and Postdoctoral Affairs Office;
- Managing the Faculty of Environment graduate student time extensions in conjunction with department graduate program coordinators, including communicating progress requirements to all time-extended students;
- Attending monthly meetings with the GSPA on behalf of the Faculty;
- Administration of graduate student space in consultation with the Dean's Office.

Graduate Scholarship Coordinator

Oversees and guides the planning, formulation and administration of Environment graduate scholarship and awards programs, including but not limited to:

- Coordinate all internal and external scholarship nominations from ENV departments, including university graduate scholarships, in conjunction with the department graduate program coordinators and the Graduate Studies and Postdoctoral Affairs Office;
- Providing input on terms and process guidance for the development of internal awards;
- Dissemination of external and internal scholarship competition and award information to Environment graduate and undergraduate students;
- Tracking submission of scholarship and award applications, where required, to the Associate Dean Graduate Studies for review and ranking, and submission of ranked nominees to the Graduate Studies and Postdoctoral Affairs office;
- Maintenance of a Faculty comprehensive scholarship/funding database and of scholarship budgets, including, but not limited to, Senate Graduate Scholarship, Special Graduate Scholarship, UW Graduate Scholarship, Faculty conference and research travel budget, Provost Doctoral Entrance Award, Dean's Doctoral Initiative, Environment Graduate Student Scholarship, Exceptional Doctoral Student Scholarship in conjunction with the Associate Dean Graduate Studies and consultation with the Graduate Studies and Postdoctoral Affairs office through its campus-wide internal scholarship database;
- Providing guidance to program coordinators with regard to unit-specific awards, where required;
- Processing of all department and Faculty award nominations through the Graduate Studies and Postdoctoral Affairs Office awards payments SharePoint site;
- Maintenance of the Environment graduate SharePoint site for award/scholarship nominations, scholarship ranking, Graduate Studies Committee agendas and meetings, etc.

Graduate Studies Committee Support, including but not limited to:

- Serving as a resource for and acts as Secretary for the Environment Graduate Studies Committee meetings, including submitting reports of approved motions to Environment Faculty Council and Senate Graduate and Research Council (SGRC);
- Preparing GSC meeting agendas in consultation with the Associate Dean Graduate Studies;
- Receiving and reviewing materials, including graduate curricular change and program submissions, consulting with the Associate Dean Graduate Studies and the Graduate Studies and Postdoctoral Affairs office when necessary;
- Follow-up on items/discussion as needed.

Financial Administration Responsibilities, including but not limited to:

- Administering Graduate student conference travel assistance;
- Processing payments to External Examiners;
- Monitor and reconcile scholarship and award funds;
- Administer Faculty-specific Incentive funding ;
- Manage the Faculty NSERC USRA program administration, including application and payroll processes;
- Processing TA/RA/GRS payments and scholarship/awards payments at the Faculty level.

Management of Faculty-wide Graduate Engagement Events, including but not limited to planning, organizing, presenting, and executing events, such as:

- Organizes and contributes to the annual Three Minute Thesis competition;
- Organizes and contributes to the annual Faculty of Environment Fall graduate orientation for new students;
- Supports the annual Grad Open House event (organized by the Graduate Studies Marketing and Recruitment Specialist).

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Faculty Graduate Program Administrative Support, including but not limited to:

- Administration of Faculty-level graduate programs, including, but not limited to: admissions, orientation, course scheduling, student advising, monitoring of student progress, program completion and convocation, preparation of course/program changes for approval.

**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 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

- Bachelor's degree or equivalent education and experience. Master's degree preferred. Leadership training would be an asset.

Experience

- Demonstrated problem-solving skills, resourcefulness, tact, confidentiality, good communication skills, organizational skills, attention to detail, ability to work independently
- Progressive administration experience with a background in implementation of academic policies, procedures and operations
- 5+ years administrative experience in an academic environment with familiarity of graduate studies
- Demonstrated event management experience including presentations to large groups
- Demonstrated ability to successfully lead projects and contribute to dept-wide initiatives
- Demonstrated financial experience with expenditures and reconciliations for awards and scholarships
- Experience using metrics to measure success and to produce reports
- Demonstrated advanced competence with Microsoft Excel, OnBase, and Quest, and experience using databases to generate reports. Experience creating and managing shared electronic communication sites, such as SharePoint.

Knowledge/Skills/Abilities

- Advanced technical skills with MS Office Suite and demonstrated ability to learn and administer new software
- Thorough knowledge and understanding of graduate policies and procedures including admissions and scholarship administration
- Excellent communication skills, both oral and written
- Experience working with students, faculty and staff and the ability to handle sensitive and confidential information with discretion
- Analytical and organizational ability
- Ability to work independently with minimal direction and as a team member in a busy and varied environment with deadlines, changing priorities and large volumes of work

Nature and Scope

Contacts:

Internally makes contacts with the following people and groups to obtain information or to discuss and present information and issues:

- Associate Dean Graduate Studies
- Graduate Studies and Postdoctoral Affairs Office
- Other Assistants to the Associate Dean Graduate Studies

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- Graduate Studies Marketing and Recruitment Specialist
- Environment Graduate Officers and graduate coordinators
- Environment Financial Officer
- Environment Executive Officer
- Environment Graduate Students
- Secretariat
- Office of Research
- Payroll
- Other UW departments as required, including but not limited to Catering (Food Services) and Central Stores

Externally makes contacts with the following people and groups to obtain information or to discuss and present information and issues:

- Prospective students
- Personnel at other universities for travel and accommodations
- **Level of Responsibility:** This position provides guidance to others and is responsible for the routine execution of the day-to-day administrative operations of the office of the Associate Dean Graduate Studies with minimal supervision.
- **Decision-Making Authority:** This position provides guidance to others and is responsible for the routine execution of the day-to-day administrative operations of the office of the Associate Dean Graduate Studies with minimal supervision.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Travel - none; regular working hours - occasional evening/weekend work required for events. Risks - Physical and psychological - minimal exposure to disagreeable conditions typical of a client service/office position.