

## Job Description



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<b>Job Title:</b>	Research & Graduate Studies Assistant
<b>Department:</b>	Mathematics Graduate Office
<b>Reports To:</b>	Graduate Studies & Research Supervisor
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	September 2020

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### **Primary Purpose**

The Research & Graduate Studies Assistant is responsible for providing operational support to both the Math Graduate Office (MGO) and Mathematics Research Office (MRO). This position oversees the coordination of PhD Thesis Defenses/Oral Dissertations, provides administrative and research support to the Associate Dean, Research (ADR) and Associate Dean, Graduate Studies (ADG), oversees faculty research awards and grants, coordinates MRO finances, and assists with event management.

### **Key Accountabilities**

#### **Coordination of Master's Defenses and PhD Thesis Defenses/Oral Dissertations:**

- Provide administrative coordination, working with the department Graduate Coordinators, related to Master's Defenses
- Provide full administrative coordination related to PhD thesis defenses/oral dissertations
- Update and distribute faculty/department thesis guidelines
- Clearly and accurately communicate with students and staff regarding regulations and timelines for submission of PhD thesis defenses/oral dissertations
- Coordinate all logistics related to PhD thesis defenses, such as preparing and distributing notices of defenses, monitoring electronic thesis submissions, and submitting the Thesis Acceptance Form to the GSPA
- Responsible for full process of document preparation and retention of records for each PhD candidate, including maintaining all PhD files for record keeping and storage/archiving after each convocation
- Correspond with the PhD oral defense examiners, ensuring that full information and instructions relative to the pending PhD thesis defenses has been provided clearly and that the examiner is aware of the regulations and procedures for the defense
- Update the procedures, as needed, to manage a high volume of work and effectively communicate changes to Department Coordinators, Associate Chairs and the GSPA.

#### **Provide administrative and research support to the Associate Dean of Research (ADR) and Associate Dean, Graduate Studies (ADG). Such support may include, but is not limited to:**

- Facilitate and disseminate timely responses for ongoing research issues affecting the Faculty of Math under direction from ADR
- Provide administrative support to the ADG in preparation for Senate Graduate and Research Council

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- Coordinate the process and procedures for the flow and review of research applications within MRO
- Coordinate and support committees associated with Graduate Studies and Research such as, but not limited to, Honorary Degree Committee, Mathematics Faculty Graduate Studies Committee (MFGSC) and Research Advisory Committee (RAC).
- Maintain up-to-date information on both MRO/MGO website and SharePoint site regarding Graduate Studies and Research information
- Research and report on requested project information
- Coordinate any academic and program changes, in conjunction with Associate Dean, Graduate Studies and the Mathematics Faculty Graduate Studies Committee (MFGSC)
- Maintain the Faculty of Mathematics list of Approved Doctoral Dissertation Supervisors (ADDS) status. This involves informing departments and faculty of procedures, processing new requests, and updating adjunct and cross-appointed faculty listings
- Assist with initiative of developing any new programs
- Responsible for coordinating administrative processes related to co-tutelle agreements
- Develop reports suitable for presentation by ADR and ADG
- Serve as backup to specific responsibilities of the Graduate & Research Coordinator, as identified by the manager.

### **Oversee Faculty Research Awards and Grants:**

- Coordinate and track research awards and grants nominations.
- Develop and maintain clear records of funding for research awards and grants and their winners
- Provide information, reports, and functional guidance to ADR on research awards and grants
- Review and organize all applications and nominations for ADR's review and/or decision (NSERC Discovery grants, cover letters)
- Communicate with department administrators on award and grant status and funding

### **Coordinate Mathematics Research Office finances, including:**

- Coordinating and monitoring MRO expenditures against budget, identifying issues, processing travel claims, and notifying the Administrative Manager of any issues or discrepancies for follow up.
- Make purchases of supplies and small office equipment for MGO/MRO
- Reconciles MRO financial statements each month, and serves as a backup for MGO financial reconciliations.

### **Assist with additional event and administrative tasks, including but not limited to the following:**

- Works collaboratively with the Graduate & Research Coordinator and/or Recruitment & Engagement Officer to plan, organize and execute faculty wide events for potential and existing graduate students.
- Assists other units with administrative responsibilities, as deemed appropriate by the Administrative Manager.

*\*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**

- Post-secondary education or an equivalent combination of education and experience.

### **Experience**

- 3+ years of administrative experience of which 1+ year must be in an academic environment.
- Familiarity of graduate studies at University of Waterloo is an asset
- Experience supporting senior management
- Financial experience with expenditures and reconciliations
- Experience with creating and managing shared electronic communications sites such as SharePoint
- Experience working with multi-level stakeholders and multiple departments and communicating and disseminating information accurately and clearly in a timely manner
- Experience with event management
- Experience maintaining webpages

### **Knowledge/Skills/Abilities**

- Excellent communication skills, both verbal and written
- A high degree of organizational skill, interpersonal acumen and problem solving ability is required to provide oversight in balancing multiple priorities and deadlines
- Knowledge of the University's policies, procedures and operating requirements
- Ability to trouble shoot and problem solve independently as well as part of a team
- Ability to analyze situation and issues in an anticipatory environment
- Intermediate skill level with Word, Excel, and PowerPoint.
- Intermediate skill level using SharePoint, OnBase, and Quest, including entering and reviewing data and generating reports

## Nature and Scope

- **Contacts:** This position interacts regularly with Associate Deans, Recruitment & Engagement Officer, graduate officers, graduate coordinators, and graduate students in all academic units in the Faculty of Mathematics, Also interacts regularly with Graduate Studies & Postdoctoral Affairs Office, Office of Research and Conflict Management & Human Rights Office.
- **Level of Responsibility:** The position has specialized work with minimal supervision. Provides guidance to PhD students and departmental graduate coordinators
- **Decision-Making Authority:** Makes independent decisions whether to handle inquiries and/or resolve issues, or to redirect as appropriate; makes decisions about communication medium to be used for specific messaging; makes decisions about how to record decisions so that precedents are established and followed consistently; upon learning of a change to a policy/guideline, make decisions as to who needs to be informed and when.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Travel – none; Working hours: Regular working hours, occasional evening/weekend work required for events. 35 hours/week; Risks – Physical and psychological - Minimal exposure to disagreeable conditions typical of a client service/office position.