

Job Description

Job Title:	Administrative Coordinator, Graduate Studies
Department:	Economics
Reports To:	Administrative Manger
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	February 2020

Primary Purpose

The Administrative Coordinator, Graduate Studies, administers academic services and advises Economics graduate students. The position is responsible for providing effective administrative support to the Associate Chair, Graduate Studies, and general support to faculty and sessional instructors in the Department.

Key Accountabilities

Evaluates applications to the MA & PhD programs in Economics, including the following:

- Advises prospective graduate students on admission requirements, application procedures, alternative programs or preparation required to meet eligibility requirements;
- Evaluates MA and PhD applications by reviewing transcripts and educational institutions, calculating admission averages, reviewing reference letters, English language proficiency certification and GRE scores;
- Determines qualified applicants from foreign universities, by applying expertise on educational systems that may differ by country and institution;
- Communicates with applicants and referees about problems with their application;
- Prepares the recommendation for admission and offer letter for the Associate Chair, Associate Dean and GSPA Associate Director's approval.

Advises graduate students in Economics, in consultation with the Associate Chair Graduate Studies as appropriate:

- Advises students about program requirements, including course selection, milestone requirements, program status changes, petitions for extensions, grade appeals, thesis submission and PhD defenses;
- Assists with academic appeals;
- Refers students to on-campus resources as appropriate;
- Issues letters to students verifying funding information for immigration, visa applications and social insurance numbers;
- Conducts final review of students' transcripts to ensure all requirements have been met for program completion.

Assigns teaching assistants and markers for the department's undergraduate courses:

- Assigns teaching assistants each term by matching students' skills to course requirement and enrolment;
- Assists with the assigning of midterm and final exam proctors by the Administrative Coordinator and Advisor, Undergraduate Studies
- Interviews and hires fourth year students as markers as needed;
- Provides conflict mediation between TAs and faculty as needed;

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- Oversees the TA evaluation process;
- Assigns office space for graduate students;
- Issues grad student key permits.

Manages the graduate program budget, including the following:

- Prepares TA and scholarship budgets based on the number of new and continuing students; prepares the payroll submission for all students employed as TAs, markers and occasionally proctors;
- Prepares scholarship nominations using the Faculty funding formula;
- Prepares and issues funding statements to all Economics graduate students for tuition payment.
- Reconciles payroll reports for biweekly and monthly graduate payroll;
- Monitors funds spent from faculty research grant accounts as they pertain to graduate student payroll;
- Tracks funds in the graduate entertainment budget;
- Allocates and tracks department-level funding for graduate student travel to conferences; completes travel settlement claim forms.

Serves as the department timetable representative for the Graduate programs:

- Enters on Infosilem the departmental timetable for graduate courses each term in consultation with the Chair;
- Reviews the final graduate course schedule for accuracy and meeting department needs;
- Schedules the final exams for graduate courses.

Serves as the department calendar representative for the graduate program in consultation with the Associate Chair, Graduate Studies:

- Compiles course and program changes for submission to the Graduate Calendar;
- Prepares submissions for the Graduate Affairs Group.

Serves as the department scholarship coordinator:

- Provides detailed scholarship information to graduate and undergraduate students;
- Reviews all applications for OGS and SSHRC competitions to ensure the correct procedures have been followed and all supporting documentation has been submitted;
- Computes course averages based on student transcripts to ensure students' eligibility;
- Compiles applications and provides the Associate Chair with data required to rank applicants;
- Oversees department scholarship from one endowment fund; maintains financial summaries, award recipients and authorizes payment of awards.

Assists with Economics graduate student engagement:

- Develops and assists in delivering the department's annual graduate student orientation program;
- Maintains active communication with students using a range of communication modalities;
- Prepares text for and maintains the Economics graduate website;
- Participates in planning various student-focused departmental events;
- Communicates with prospective co-op and full-time employers about students' availability for employment;
- Manages the federal and provincial government's annual recruiting seminars;
- Serves as liaison to Economics alumni; organizes alumni events in co-operation with Arts Advancement.

Provides administrative support to the Chair, Associate Chair, and faculty, including the following:

- Advises Chair and Associate Chair of any problems in the graduate program and recommends improvements;

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- Prepares the agenda for Economics Graduate Committee meetings with the Associate Chair Graduate Studies; minutes these meetings;
- Prepares data and statistical reports as required for the Chair and Associate Chair, drawing on departmental, Faculty and institutional data;
- Maintains department records of current students and graduates;
- Provides guidance as required on graduate and department policies and procedures.

**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

- Undergraduate degree or equivalent combination of education and experience.

Experience

- Demonstrated experience in an academic unit, demonstrating a solid understanding of University policy generally, and admission procedures in particular
- Some experience in Graduate Administration required, including knowledge of graduate policies and procedures, University of Waterloo preferred
- Aptitude for attention to detail, and accuracy while multi-tasking are essential. Proven capacity to handle a high volume of work is required.

Knowledge/Skills/Abilities

- Well-developed organizational, analytical, interpersonal, customer service and communication skills (oral and written)
- Intermediate MS Word, Excel, Powerpoint, OnBase, Infoslem, Sharepoint, Outlook, Minute Taking, Waterloo Content Management System (WCMS), Quest, MS Teams, OneDrive, OneNote, WebEx

Nature and Scope

- **Contacts:** This position requires communication with internal and external contacts to obtain clarify and discuss information. Contact groups and individuals include but are not limited to: Department Chair; Associate Chair for Graduate Studies; Department faculty and staff; Graduate students in Economics; Office of Arts Associate Dean, Graduate Studies; Graduate Studies and Postdoctoral Affairs; Scheduling Office; Cooperative Education; Centre for Career Action; Human Resources; Finance; Arts Computing Office; Office of Research; Representatives of the Provincial and Federal governments; Alumni.
- **Level of Responsibility:** This position has specialized work with minimal supervision, provides guidance to others and works closely with the Associate Chair Graduate Studies and the Department Chair.
- **Decision-Making Authority:** This position has decision making authority; complex and non-routine decisions involve consultation with the Associate Chair, Graduate Studies. This position requires active problem solving.
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; the position involves extensive sitting and a working day will include: frequent interruptions, multiple priorities, tight deadlines set by external contacts and high volumes of work.
- **Working Environment:** office based, regular working hours.