

Job Description

Job Title:	Graduate Administrator, MASc
Department:	Mechanical and Mechatronics Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	September 2020

Primary Purpose

The Graduate Administrator, MASc Program, is responsible for the administration of the MASc program in the Department of Mechanical and Mechatronics Engineering. The scope of the position encompasses five main functions: administers admissions to the MASc program; advises MASc students on academic matters and monitors progress to completion of studies; acts as scholarship coordinator for OGS scholarship competition, acts as the scheduling officer for all graduate course offerings, coordinates the allocation of teaching assistantships.

Key Accountabilities

Admissions

- Administers the admissions process for our MASc program, using the OnBase system to ensure compliance with Department, Faculty of Engineering and University requirements and conditions of admission.
- Works closely with the Associate Chair, Graduate Studies, on the admission process for prospective MASc thesis students.
- Circulates MASc applicant files among appropriate thesis supervisors, identifies exceptional candidates exceeding the minimum admission requirements and in consultation with the Associate Chair, fast-tracks admission decisions as needed.
- Prepares offers of admission using the OnBase recommendation form with department details for successful candidates and sends refusals through OnBase for unsuccessful applicants.

Advising

- Maintains student files for MASc students including tracking students' courses and marks, and recording any milestones, exemptions, extensions, and special conditions as they progress through the program. Reviews grade reports bringing concerns to the attention of the Associate Chair for Graduate Studies.
- Processes course drop/add requests, change of status forms, program extensions, degree completion, intent to convocate, and other graduate forms for the MASc students in accordance with University policies and procedures as outlined in the Engineering Graduate Studies Manual.
- Advises MASc students regarding deadlines and issues relating to registration, financial assistance, course changes, program extensions, thesis submission and convocation requirements
- Coordinates the preparation of graduate student activity reports for MASc and PhD students. Duties include collecting reports from faculty, and preparing information containing student averages for the Associate Chair, Graduate Studies, for use in allocating University of Waterloo and Faculty of Engineering Graduate Studies Scholarships

Scholarship Coordinator

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<ul style="list-style-type: none">• Acts as the scholarship coordinator for OGS competition. Specific duties include advertising scholarship competitions, providing information to applicants, and process applications for the OGS scholarships
TA Coordinator <ul style="list-style-type: none">• Coordinates the allocation of teaching assistantships on a term-by-term basis.• Prepares, and distributes teaching assistantship application forms to graduate students, and collects same for preparation of a spreadsheet for the Associate Chair, Graduate Studies, to use in the allocation of teaching assistantships.• Prepares payroll forms for teaching assistantships and acts as a liaison with Human Resources to ensure that students are paid in a timely manner.
Scheduling Officer <ul style="list-style-type: none">• Acts as the Graduate Scheduling Officer for the Department and is responsible for scheduling of all graduate course offerings and final examinations on a term-by-term basis.• Consults with teaching faculty to resolve any timetable and facility issues and acts as the liaison with the Registrar's Office and Graduate Studies Office on scheduling matters.• Maintains a record of all graduate course offerings for the Department.• Coordinates MASc thesis acceptance and seminars, booking rooms on behalf of students for these examinations.
General Administration <ul style="list-style-type: none">• Update, and revised MASc student contact information and email lists.• Acts as back-up to other staff in the MME Graduate Studies Office during absences as required to ensure that office operates efficiently and with minimum disruption to faculty and staff.

**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 <ul style="list-style-type: none">• Bachelor's degree in related field or equivalent combination of experience and/or education.
Experience <ul style="list-style-type: none">• Extensive experience in the advisement and administration of an undergraduate studies program in an academic environment. Excellent organizational, analytical, communication and problem solving abilities. Demonstrated ability to handle confidential and sensitive information with discretion. Excellent interpersonal skills to effectively liaise with the campus community, faculty, staff and students. Proven ability to manage multiple priorities with a high level of initiative, flexibility, accuracy and detail, with minimum supervision.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Working knowledge of University of Waterloo policies and procedures and Faculty of Engineering examinations and promotions rules and policies. Intermediate knowledge required for MS Word and Excel. Basic knowledge required for PowerPoint and familiarity with Quest, SharePoint and OnBase

Nature and Scope

- **Contacts:** Required to interact on a daily basis with graduate students, faculty members and other departmental staff to provide advice, guidance and resolve issues. Must demonstrate a high level of empathy, cultural awareness, resourcefulness and willingness to help others.

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- **Level of Responsibility:** Works independently with minimal supervision. Only atypical cases are referred to the Associate Chair Grad Studies.
- **Decision-Making Authority:** Exercises independent action within defined policies
- **Physical and Sensory Demands:** Substantial time is spent sitting at a desk making repetitive movements.
- **Working Environment:** Will encounter frequent interruptions, periods of high volume activity and deliverables that must meet fixed deadlines. Comfort with multitasking is essential. Students seeking advice at the office may be emotional at times.