

Job Description



Job Title:	Graduate Program Coordinator and Advisor
Department:	Biology
Reports To:	Administrative Officer
Jobs Reporting:	none
Salary Grade:	USG 6
Effective Date:	September 2020

Primary Purpose

The Graduate Program Coordinator and Advisor is responsible for effective and efficient administration of the graduate program in Biology. This role provides advice, support and guidance to current and prospective graduate students, faculty members and the Associate Chair Graduate Studies. This role provides functional direction to the Departmental Office Assistant. The incumbent reports to the Administrative Officer and the Associate Chair, Graduate Studies.

Key Accountabilities

Graduate Program Administration

- Administer the graduate studies program in collaboration with the Associate Chair, Graduate Studies according to the policies, procedures and guidelines of the university
- Coordinate on-line admission process for graduate student applicants according to university requirements and guidelines
- Coordinate the Ontario Visiting Graduate Student (OVGS) application process
- Compile graduate course and program enrollment data to support department decision-making and strategic planning
- Coordinate graduate course timetable and room assignments each term
- Issue permission numbers for course enrollment and collect outlines for special topic courses
- Process course grades and grade revisions
- Participate and take minutes for Biology Graduate Studies Committee meetings
- Support graduate curriculum revisions and calendar updates
- Manage confidential graduate student records and monitor student progress
- Maintain graduate student database used to generate adhoc reports
- Monitor and review enrolment and graduate reports generated by Graduate Studies and Postdoctoral Affairs (GSPA)
- Assist with department self-study and graduate program accreditation reports as required
- Identify and implement process improvements in collaboration with the Associate Chair, Graduate Studies

Administrative Support for Graduate Students

- Provide advice, support and guidance on Biology program requirements, class enrolment, deadlines, and university regulations and policies
- Provide 'first contact' confidential direction to student resources (e.g. Counselling Services, International Student Office, AssessAbility Services)
- Oversee coordination of graduate student meetings (thesis proposal, comprehensive exam, research seminar, committee meetings, thesis defence)

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<ul style="list-style-type: none">• Prepare and maintain graduate program handbooks in consultation with the Department Assistant and Associate Chair, Graduate Studies
Teaching and Research Support <ul style="list-style-type: none">• Review Teaching Assistant (TA) application forms and generate a database of applications• Assist Teaching Assignment Committee with TA course assignments each term• Prepare TA contracts and collect signatures• Submit graduate and undergraduate TA hires through Workday• Provide financial analysis of Teaching Assistant budget and ad hoc reports as required• Assign proctors for undergraduate midterms and final exams• Submit proctor and marker hires and casual hours through Workday• Prepare research stipend contracts and submit mass hire template to Payroll
Financial and Scholarship Coordination <ul style="list-style-type: none">• Administer and maintain a budget for department and Faculty of Science graduate awards and scholarships• Serve as Scholarship Coordinator for graduate and undergraduate awards/scholarships in Biology (e.g. NSERC, NSERC USRA, OGS, CIHR, QEII, Travel awards, 7 Department Endowment awards and 1 Department trust award)• Participate and takes minutes for the Biology Scholarship Committee meetings• Coordinate award/scholarship application and nomination process including eligibility and ranking• Advise graduate students on financial matters (e.g. tuition payment, anticipated aid)
Functional Direction of Department Office Assistant <ul style="list-style-type: none">• Assign and oversee tasks assigned to the Department Office Assistant (60% graduate program support and 40% undergraduate program support)• Train and mentor on processes and/or recommend professional development opportunities• Provide feedback to the Administrative Officer for annual performance evaluation
Recruiting, Communication, Event Coordination <ul style="list-style-type: none">• Attend and participate in department and university recruiting fairs• Provide program information and guidance to potential graduate students• Coordinate graduate student orientation for new students each September• Assist TA Workshop Committee to organize the TA Workshop• Coordinate the TA Manual in consultation with the TA Workshop Committee• Create and maintain the graduate program sections of the Biology website• Maintain email and contact list for graduate students

**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">• Post-secondary degree/diploma or equivalent work experience
Experience <ul style="list-style-type: none">• 3+ years administrative experience, preferably in an academic environment• Experience supporting and advising students is preferred• Experience with scholarship and financial administration is an asset
Knowledge/Skills/Abilities

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- Excellent attentional to detail and organizational skills required to meet multiple deadlines and changing priorities
- Excellent interpersonal skills are required, including outstanding verbal, written and listening skills
- Proven ability to handle confidential issues and demonstrate tact, judgement and diplomacy is essential
- Knowledge of policies and procedures related to graduate studies at UW is an asset
- Knowledge of Microsoft Office, OnBase, Quest, SharePoint, Learn, WCMS and Workday is an asset

Nature and Scope

- **Contacts:** Internally communicates with graduate students, staff and faculty in the department regarding program and admission requirements. Communicates with Faculty of Science and Graduate Studies and Postdoctoral Affairs, Human Resources and Finance to obtain, clarify and discuss information and resolve problems. Communicates externally with prospective students about program and degree requirements.
- **Level of Responsibility:** Specialized work with minimal supervision; works closely with the Associate Chair, Graduate Studies. Provides guidance to faculty and staff in relation to graduate studies policies, procedures and guidelines. Provides functional direction to the Department Office Assistant.
- **Decision-Making Authority:** Prioritizes tasks with multiple conflicting deadlines. Advises and directs students to appropriate resources. Requires active problem solving; elevates complex and non-routine decisions to the Associate Chair, Graduate Studies.
- **Physical and Sensory Demands:** Minimal physical and sensory demands; considerable work sitting at a computer station requiring focus, attention to detail and constant interruptions.
- **Working Environment:** Minimal exposure to disagreeable conditions; environment is typical of an administrative position with regular deadlines. Interaction with people who are upset, angry or people who have mental health issues.