

Job Description

Job Title:	Graduate Studies Coordinator
Department:	Physics and Astronomy
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	July 2022

Primary Purpose

Responsible administering and coordinating a portfolio of graduate student-related functions from orientation to graduation, in the Physics and Astronomy department, which is home to over 250 students. The incumbent's daily supervision will be carried out by the Graduate Program Administrator. Tasks and duties will be determined by the Graduate Program Administrator, Administrative Officer, Graduate Officer and Associate Chair, Graduate Studies.

Key Accountabilities

Program Administrative Support

- Informs and advises faculty and students on program milestones and requirements
- Tracks student progress, milestones and external scholarships in the departmental database
- Coordinates and participates in departmental graduate student orientation activities, provides individual orientations to incoming graduate students when necessary
- Assists students and faculty in the coordination and administration of committee meetings, comprehensive exams and defenses
- Prepares content for individual comprehensive exams
- Generates and reviews grade reports, provides summaries and rankings, brings problem cases to the attention of the Graduate Officer
- Processes course grades and grade revisions
- Monitors and reviews reports generated by the GSPA for problems, omissions, and accuracy
- Access student information on Quest and OnBase for the Perimeter Institute
- Provides Perimeter Institute with updates on ADDS and adjunct status of Perimeter members
- Updates physics graduate studies web pages
- Creates and distributes graduate studies term newsletter for faculty and students

Graduate Student Advising

- Serves as a resource and advises incoming and continuing students on policies, procedures, milestones, deadlines, and other program matters
- Ensures students are aware of program requirements, course and calendar changes, and convocation requirements
- Advises graduate students on financial matters, visa requirements, housing, banking and working relationships
- Provides students with documentation as required for course and term registrations
- Advises or refers students to the appropriate individual or agency for advice when problems or concerns arise

Scholarships

- Serves as the graduate scholarship coordinator for internal and external scholarship competitions

Job Description



- Ensures eligible masters and doctoral students are aware of available external awards; assists students with applications as required
- Collects, organizes, and presents information through SharePoint to the departmental ranking committees

Departmental Support

- Provides assistance to other office staff as needed.

**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

- University degree or equivalent education.

Experience

- Experience managing multiple projects and deadlines with changing priorities
- Experience managing a high volume of emails and prioritizing work
- Administrative experience in an academic department preferred
- Experience as a graduate student or working with graduate students an asset

Knowledge/Skills/Abilities

- Knowledge of policies and procedures related to graduate studies at uWaterloo
- Strong customer service skills with ability to work with diverse stakeholders and clientele required
- Proven ability to successfully handle confidential issues, and professionally interact with graduate students and faculty
- Proven ability to succeed in a detail-oriented environment with a high level of initiative and flexibility
- Ability to multitask and work with frequent interruptions
- Proven 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
- Ability to manage large amounts of data
- Advanced skill level with Microsoft 365
- Intermediate skill level with Quest, LEARN, OnBase, WCMS an asset
- Familiar with virtual meeting platforms, such as Zoom, WebX and Teams
- Excellent organizational, interpersonal, analytical and communication skills

Nature and Scope

- **Contacts:** Internally, communicates with students, staff and faculty in the department. Externally, the position requires communications with the Dean's Office, Graduate Studies and Post-Doctoral Affairs, Science Faculty Office and Human Resources.
- **Level of Responsibility:** Specialized work with minimal supervision. Provides guidance to others.
- **Decision-Making Authority:** Prioritizes tasks given multiple deadlines and demands. Advises and directs students to appropriate resources.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions and pressure. Typical of a varied administrative position dealing with a variety of individuals.