

Job Description

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| Job Title: | Graduate Studies Coordinator |
| Department: | Physics & Astronomy |
| Reports To: | Administrative Officer |
| Jobs Reporting: | None |
| Salary Grade: | USG 6 |
| Effective Date: | September 2019 |

Primary Purpose

Responsible for supporting the administration of the Physics and Astronomy graduate program, which is home to over 225 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 and the Associate Chair, Graduate Studies

Key Accountabilities

Program administrative support

- Maintains the graduate student databases that manages milestones, funding, student payments, scholarships, progressions and contract letters
- Develops and maintains confidential records for past and current graduate students
- Coordinates and participates in departmental graduate student orientation activities, provides individual orientations to incoming graduate students when necessary
- Tracks student progress; informs faculty of program milestones and requirements for their students
- Assists students and Associate Chair in the coordination of committee meetings, qualifying exams and thesis defenses; prepares relevant paperwork and books rooms
- Prepares and administers qualifying exams
- Administers course permission numbers and reading course enrollments for Waterloo and PSI students
- 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 all reports generated by the GSPA for problems, omissions, and accuracy
- Schedules meetings, books facilities, prepares and distributes meeting materials, orders catering and parking permits for departmental graduate events and graduate committee meetings
- Creates and distributes graduate studies term newsletter for faculty and students
- Access student information on Quest and OnBase for the Perimeter Institute
- Provide Perimeter Institute with updates on ADDS and adjunct status of Perimeter members

Graduate student support

- Serves as a resource for all incoming and continuing students on policies, procedures, deadlines, and other program matters
- Ensures students are aware of program requirements, course and calendar changes, and convocation requirements

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- 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

Teaching Assistantships

- Allocates teaching assistantships based on enrollment and preferences for Waterloo and PSI courses
- Assigns and schedules proctors for all undergraduate midterm and final examinations for Waterloo and PSI courses
- Prepares mass upload templates for payments to teaching assistants and proctors
- Administers the student buyout process
- Prepares teaching assistant contracts

Scholarships

- Serves as the graduate scholarship coordinator for internal and external scholarship competitions
- Ensures eligible masters and doctoral students are aware of available external awards; assists students with applications as required
- Prepares nominations forms for graduate scholarships and awards
- Ensures awards have been correctly paid; monitors available funds
- Collects, organizes and presents information to the departmental ranking committee

Departmental support

- Assigns and manages space for graduate students, Post-Doctoral Fellows, NSERC USRA students and Teaching Assistants
- Liaison for video link rooms for Physics and Astronomy students and faculty on the Waterloo and Guelph campuses
- Updates graduate web pages as directed by the Graduate Studies Administrator
- 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 and financial 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

Job Description



- 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
- 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
- Ability to multitask and work with frequent interruptions
- Advanced skill level with Microsoft Office
- Intermediate skill level with Quest, LEARN, OnBase, WCMS an asset
- 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, Finance and Human Resources
- **Level of Responsibility:** Specialized work with minimal supervision. Provides guidance to faculty members and graduate students
- **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:** Office based. Minimal exposure to disagreeable conditions and pressure. Typical of a varied administrative position dealing with a variety of individuals