



JOB TITLE: Administrator, Science Graduate Studies

REPORTS TO: Executive Officer, Faculty of Science

JOBS REPORTING: Graduate Studies & Research Coordinator - Science

DEPARTMENT: Dean of Science Office

LOCATION: Main Campus

DATE:	June 1, 2014
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PRIMARY PURPOSE:

The Administrator for Graduate Studies in the Faculty of Science is accountable for the effective administration of the Science Graduate Studies Office. The position serves as primary liaison for all internal external contacts to the Graduate Studies Office. The primary purpose is provision of service and support for graduate studies operations delivered at the Faculty level. This includes the implementation of University policies and Faculty of Science practises and procedures as they relate to graduate students. Key to the role is the establishment of strong relationships and effective communication strategies with graduate studies staff and administrators in the academic units of the Faculty.

KEY ACCOUNTABILITIES:

1.	<p>Provides comprehensive administrative support to Graduate Studies operations in the Faculty of Science. Duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Developing, introducing and monitoring effective administrative procedures for Graduate Studies in the Faculty; • Consulting with and making recommendations to the Associate Dean, Graduate Studies, on matters affecting the Science Graduate Office, graduate students, and graduate programs administered by the Faculty of Science; • Providing guidance and support to departmental/school Associate Chairs/Directors (Graduate Studies), staff graduate administrators, and to students in the interpretation and application of policies and procedures related to Graduate Studies in Science, including Science’s practises and procedures for financial support of graduate students; • Serving as liaison between departmental/school graduate offices and the Graduate Studies Office; • Developing and maintain a comprehensive records-management system to ensure that records of grade appeals, extensions and other essential matters are secure and readily retrievable. • Maintaining the Faculty of Science section of the University Graduate Calendar, in conjunction with the academic units in the Science.
2.	<p>Provides a range of services in support of graduate students’ academic matters (admission, progression, and graduation). This activity supports the decision making and approvals under the Assoc. Dean, Graduate Studies, portfolio including:</p> <ul style="list-style-type: none"> • Reviewing and assessing applications for admission to graduate programs in Science for accuracy and consistency with Science and University practices; • Advising the Assoc. Dean, Assoc. Chairs/Directors, Graduate Studies and Departmental/School Graduate Coordinators when recommendations for admission conflict with admission standards; • Making recommendations for alternative programs and/or preparation required by applicants to meet admissions standards; • Processing requests for dropping and adding courses, program withdrawal, grade revisions, appeals and grievances, and change to program status. • Serving as a liaison between Science departments/schools and the GSO for time limit extensions and communicating with graduate students at or beyond program limits.
3.	<p>Serves as Secretary to the Science Graduate Studies Committee, including:</p> <ul style="list-style-type: none"> • Scheduling meetings and preparing agenda for distribution; • Attending meetings and compiling meeting minutes; • Preparing material approved by Science Graduate Studies Committee for submission to Science Faculty Council, and Senate Graduate and Research Council, and Senate as required.
4.	<p>Works actively with the Assoc. Dean Graduate Studies to manage scholarships and awards for graduate students in Science by:</p> <ul style="list-style-type: none"> • Compiling data and information on available funding to support the development of annual budgets for specific awards/scholarships for subsequent allocation to departments/schools;

	<ul style="list-style-type: none"> Ensuring nominations meet award/scholarship criteria and appropriate approvals are in place; Monitoring departmental/school application of scholarship/award resources; Facilitating calls for nominations for scholarships/awards administered by the Assoc. Dean Graduate Studies; Preparing and approving nominations for awards as delegated by the Assoc. Dean Graduate Studies; Liaising with Faculty Financial Officer and/or Departmental/School Financial Officers as required to facilitate payment of awards/scholarships and/or to ascertain pertinent financial and budgetary information.
5.	<p>Ensures communication of information and training opportunities for Science students, including:</p> <ul style="list-style-type: none"> Organizing and implementing annual information sessions related to Tri-Council scholarships; Facilitating information sessions and communications related to other Scholarships and Awards as required; Up-dating Faculty of Science Graduate Studies Manual and associated resources as required. Facilitates Faculty-wide orientation, TA workshops and safety training. Contributor for content and up-dates for the graduate studies pages of the Faculty of Science Website.
6.	<p>Supports the Associate Dean, Graduate Studies. Duties may include but are not limited to:</p> <ul style="list-style-type: none"> Providing background information and context to assist in the execution of responsibilities of the Assoc. Dean; Highlighting areas of concern in implementation of awards, agreements, funding models or changes in procedures; Creating awareness of inconsistencies in application of policies and practises across academic units within the Faculty; Identifying situations where initiatives undertaken in other academic or academic support units could impact operations within the Faculty of Science.
7.	<p>Supports activity related to Graduate Dissertations in Science including:</p> <ul style="list-style-type: none"> Providing direct supervision and guidance to the Faculty of Science Graduate Dissertation Coordinator; Acting on behalf of the Dissertation Coordinator for vacation leaves and/or other absences.

POSITION REQUIREMENTS:

Education:

- High School Diploma; Undergraduate degree or equivalent combination of education and experience.

Experience:

- Several years' administrative experience, preferably in an academic setting.
- Familiarity with graduate studies operations a definite asset.
- Well-developed oral and written communication skills.
- Proven ability to be consistently accurate, concise and professional in communications.
- Proven ability to succeed in a detail-oriented, deadline-driven environment.
- Proven numeracy skills required and a financial background an asset.

Technical:

MS Word	Excel	PowerPoint	Other
Intermediate	Basic	Basic	OnBase, Quest, Sharepoint, or database experience an asset.

NATURE AND SCOPE:

Interpersonal Contacts:

Internally, communicates with administrative staff in Faculty of Science Departments/Schools and UW Academic Support and Services Offices (for example; Graduate Studies Office) in the performance of a range of duties from the exchange of simple information to collaborating, negotiating, and using persuasion to elicit the co-operation of others. Externally, the position is accountable for making contacts (for example; with external examiners, other universities), principally to obtain, clarify and discuss information.

Level of Responsibility:

The position has defined specialized or routine tasks and receives specific guidance, but operates with minimal supervision.



Decision-Making Authority:

Minimal; however, the incumbent works independently, establishing their own framework or work plan to ensure tasks are completed in a timely manner and according to academic priorities established by the Assoc. Dean, Graduate Studies/GSO.

Physical and Sensory Demands:

Minimal physical and sensory demands; considerable work conducted at a computer workstation with demands typical of an administrative position operating within an office environment (telephone, interruptions).

Working Environment:

Minimal exposure to disagreeable conditions; environment is typical of an administrative position where there are regular deadlines and exposure to others, sometimes in difficult situations.