

Job Description

Job Title:	PhD, CAE and Special Events Coordinator
Department:	School of Accounting and Finance
Reports To:	Administrative Officer, School of Accounting and Finance
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	March 2018

Primary Purpose

The Graduate Studies Coordinator for the Doctor of Philosophy (PhD) program manages the day-to-day administrative responsibilities and supports to the Director of the PhD program. The Coordinator solves problems of a graduate nature that may arise for students and faculty members. The Coordinator must be fully conversant with the degree and professional designation requirements, prepare class schedules, and plan events to support the program. The Coordinator manages the admissions process and replies to enquiries from prospective graduate applicants. In addition to this, the Coordinator manages the administrative tasks associated with the Centre for Accounting Ethics and organizes most conferences and special events held in the School.

Key Accountabilities

PhD in Accounting Program

- Act as the central resource for Graduate Officer, PhD director and PhD committee members, and all SAF PhD students regarding graduate policies, procedures and academic processes.
- Assist with the program's annual budget preparation
- Administer and maintain budgets for PhD program.
- Maintain accurate financial records of commitments and disbursements of the School's allocation of various scholarship monies, including SAF scholarship, award, and travel allotments. In addition to this are the various UW Scholarships and external scholarships including OGS, SSHRC.
- Assist and advise students with guidelines, deadlines, changes, milestones, proposal, thesis requirements, convocation, etc. as they progress through their program, in accordance with University policies and procedures.
- Ensure all admission requirements (GPA, GMAT/GRE, complete transcripts, TOEFL, etc) are complete for accepted applicants and follow up with applicants regarding missing information. Assist PhD committee in review of applications
- Prepare all acceptance letters, calculate admission averages, and complete the recommendations for acceptance
- Advise and distribute scholarship information to students.
- Consolidate scholarship applications for school ranking and submission to Dean of Arts or Graduate Studies and Postgraduate Affairs office.
- Review student scholarship applications to ensure that they have followed the correct guidelines and procedures and to make certain that all proper supporting documentation has been received.
- Consolidate scholarship applications for school ranking and submission to Dean of Arts or Graduate Studies and Postgraduate Affairs office.
- Co-ordinate PhD comprehensive exams.
- Co-ordinate PhD proposals.

Job Description



- Arrange PhD thesis defenses, including travel arrangements and reimbursements to external/external examiners.
- Maintain student progress reports.
- Process PhD payroll and scholarship payments.
- Process student reimbursement claims (travel, memberships, etc.)
- Respond to email, phone, and in-person inquiries from applicants and current students.
- Arrange visits for applicants.
- Support new graduate students in acclimatizing to the School and UW environment.
- Provide letters requested by students for various requirements.
- Plan and organize PhD orientation, and other events.
- Ensure PhD program information is up-to-date in the university calendar and on the School's website.

Centre for Accounting Ethics

- Prepare financial statements.
- Prepare annual reports.
- Monitor expenses of research projects and other Centre activities.
- Arrange and organize conferences, workshops/seminars on and off-site.
- Create budgets and monitor expenses for conferences and workshops/seminars
- Process payments to outside researchers, venues, vendors and other industry organizations.
- Act as the main contact person for Centre members' information
- Create meeting agendas; record and transcribe minutes
- Respond to inquiries about the Centre including providing materials and copyright permission for academics to obtain and use material in classrooms
- Ensure website is updated

Conference and Special Event Administration

- Arrange and organize conferences, workshops, seminars, and other events, on and off-site, often in conjunction with other industry organizations.
- Build budgets, monitor expenses, book venues, arrange menu and travel, handle registrations;, etc
- Create critical paths and scenarios for events
- Manage logistics, including venue liaison, and parking requirements;
- Attend conferences to liaise with venue, conference partners and attendees
- Develop invitations, manage the rsvp process, prepare name tags, and other tasks as required;
- Manage post event communication and surveys
- Act as the main point of contact to SAF faculty and external speakers for the weekly research seminar series including arranging hotel and ground transportation; creating meeting schedule; booking meals; reimbursing external travel expenses.
- SAF events include: UW Global Tax Centre Symposium, UW Centre for Information Systems Assurance Symposium, UW Centre for Accounting Ethics Symposium, UW Centre for Accounting Ethics Canadian Academic Accounting Association Workshop, Research Seminar Series, retirements, SAF social events, and other events/conferences as required by SAF.

Required Qualifications

Education

- University degree or equivalent combination of education and experience in an academic setting with particular focus on graduate programs, student advising, and event management.

Experience

- Thorough knowledge of UWaterloo policies and procedures, and a full understanding of graduate programs
- Independent judgement in areas of time management, task prioritization and decision-making
- Proven ability to manage a large volume of work, conflicting priorities and deadlines
- The incumbent will often work independently, and therefore must have sound judgement and problem solving skills.
- The work is varied and subject to deadline pressures. Thus, the incumbent must have the ability to prioritize activities and possess excellent time management skills.
- Proven competence in project management, multi-tasking, planning, analytical and organizational skills
- Excellent interpersonal, verbal and written communication skills.

Knowledge/Skills/Abilities

- Proven project management, multi-tasking, planning, analytical and organizational skills
- The ability to work in a fast-paced, highly complex and demanding environment while collaborating with multiple partners, from across campus and externally
- Goal oriented, self-motivated with demonstrated ability to take initiative and work independently, and effectively as part of a team
- Strong knowledge of Microsoft Word and Excel, database applications (OnBase), Quest, LEARN and the University of Waterloo's web content management system or similar systems.

Nature and Scope

- **Contacts:**

Internally: School of Accounting and Finance faculty and staff; Graduate Studies Office; Arts Graduate Office; Finance, Student Accounts; Registrar's Office; Audio-visual, Catering, Scheduling and the International Student Office

Externally: Professional organizations; vendors; contractors; venues; faculty at other universities; and prospective students.

- **Level of Responsibility:** The incumbent is expected to show initiative and be able to work independently with little supervision as well as in a collaborative team environment.
- **Decision-Making Authority:**
 - Makes independent decisions about daily work schedule, priorities, logistics for events.
 - Advise students regarding entrance requirements, course requirements, scholarship opportunities.
- **Physical and Sensory Demands:**

Minimal demands typical of an office administrator operating within a team-oriented and multi-project office environment.
- **Working Environment:**

Travel: Occasional travel to Toronto;
Working Hours: Regular working hours, some evening/weekend work required;