

## Job Description

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<b>Job Title:</b>	Graduate Funding Coordinator
<b>Department:</b>	Electrical and Computer Engineering
<b>Reports To:</b>	Manager, Graduate Studies
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	March 2021

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### **Primary Purpose**

The Graduate Funding Coordinator supports all aspects of graduate program funding to meet the heavy demands related to the department's academic, research programs. The Funding Coordinator manages the administration of all Electrical and Computer Engineering graduate student funding including Graduate Research Studentships (GRS), Graduate Research Assistantships (GRA), International Visiting Graduate Students (IVGS), endowments and trusts and internal and external scholarships. The Funding Coordinator is a fundamental component of the student experience in ECE.

### **Key Accountabilities**

#### **Graduate Research Studentship (GRS) Administration**

- Process GRS payments of \$7M+ annually (involves multiple departments and budgets);
- Prepare GRS letters to confirm funding sources and authorization;
- Identify account problems and resolve issues;
- Ensure compliance with university policies and procedures;
- Liaise with Financial Coordinators for auditing purposes;
- Submit payment information to Graduate Studies and Post-Doctoral Affairs (GSPA);
- Advise faculty on alternative funding options;
- Manage all GRS adjustments, corrections and account changes as requested by faculty;
- Ensure all GRS payments are in line with minimum graduate student funding requirements;
- Maintain department E-GRS system in conjunction with the Database Developer/IT Specialist.

#### **International Visiting Graduate Students (IVGS)**

- Serve as a resource for faculty members wanting to host IVGS students;
- Review IVGS acceptance form, supporting documents, and obtains all required signatures;
- Prepare customized confirmation letter from the ECE supervisor and department chair detailing visit arrangements;
- Submit completed IVGS applications to the GSPA;
- Verify funding, immigration and health documentation;
- Follow-up on outstanding documentation required for IVGS registration;
- Complete extension requests for IVGS students as required.

#### **Graduate Research Assistantship (GRA) Administration**

- Liaise with Financial Coordinators and other departments to ensure funding availability and research finance compliance review for GRAs;
- Confirm eligibility to work on campus as per immigration regulations;
- Process GRA payments of \$655K annually (involves multiple departments and budgets).

#### **Scholarship Administration**

- Notify students and faculty of funding opportunities and scholarship competitions;

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- Advise students and faculty regarding the application process, eligibility requirements, agency competition rules, regulations and deadlines;
- Review applications for graduate level scholarship competitions;
- Assist with processing scholarship applications and evaluate student eligibility;
- Assist with preparing summaries to support the ranking process;
- Assist with coordination of ECE Ranking Committee meetings;
- Assist with documenting ranking decisions and official comments associated with each candidate's ranking;
- Assist with distributing results and scholarship packages to GSPA;
- Provide statistical data for the department;
- Keep abreast of scholarships guidelines and criteria, and update internal due dates and procedures;
- Ensure external scholarship guidelines are adhered to;
- Assist with maintaining graduate scholarship budgets;
- Process all endowments and trusts.

### **Student Funding Administration**

- Maintain payment records to facilitate reconciliations, and internal and external audits
- Prepares student funding reports;
- Collaborates with the ECE Financial Officer or Financial Coordinators on payroll issues;
- Manage the financial records of each student in the student information system (Quest) and department database (FileMaker);
- Ensure that all payments have been paid out correctly and resolve payroll issues;
- Monitor payments for adherence to University and Government regulations;
- Assists students in comprehending department, Faculty and University policies and procedures, and applying rules to their specific cases.

### **Other**

- Recommend solutions to problems or development of efficiencies to improve existing methods/procedures and user-friendly services;
- Recommend enhancements of department data management software (FileMaker);
- Maintain procedures and documentation pertaining to the responsibilities of the position;
- Provides back up coverage for the other graduate administrative staff during absences;
- Provides back up coverage to the Manager of Graduate Studies;
- Assist the Graduate Manager with the Graduate Studies Program Review;
- Other duties or projects as assigned by the Manager of Graduate Studies or Administrative Officer.

*\*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**

- Bachelor's Degree or equivalent education and experience in a related field

### **Experience**

- Three plus years administrative and financial experience in an academic environment. Experience working with graduate students and/or graduate funding is an asset t here

### **Knowledge/Skills/Abilities**

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- Comprehensive understanding of university policies and procedures as they relate to graduate studies and/or graduate finance strongly preferred;
- Intermediate to advanced skills with Microsoft Office, databases and other web based applications required – Excel, Word, Outlook, SharePoint, FileMaker, Quest, OnBase;
- Ability to learn and adapt to specialized software and systems at the University;
- Strong commitment to client-centered service and a positive, dynamic, approach in interactions with students, clients, and colleagues;
- Knowledge and experience with financial aid in People Soft Campus Solutions should be an asset;
- Ability to maintain confidentiality and appropriately handle confidential data and information;
- Ability to think and act quickly and effectively under pressure, exercising tact, diplomacy and discretion;
- Proven ability to exercise mature judgment and use common sense to resolve issues;
- Proven ability to manage multiple priorities with a high level of initiative, flexibility, thoroughness, accuracy, and attention to detail, with minimum supervision is essential;
- Ability to set priorities and remain organized in a deadline driven environment required;
- Excellent written and verbal communication skills including the ability to articulate and interpret issues, guidelines or policies to others clearly and without error;
- Demonstrated ability to work effectively with a wide range of stakeholders;
- Experience with payroll and account reconciliation preferred.

### Nature and Scope

- **Contacts:** The Graduate Funding Coordinator interacts directly with graduate students, staff, ECE Financial Officer, ECE Financial Coordinators, Associate Chair- Graduate Studies, Graduate Officer, Graduate Research Program Coordinator, faculty supervisors, Engineering Graduate Office, Graduate Studies and Post-Doctoral Affairs, Student Accounts, and Human Resources. Externally, this position will have contacts with external funding agencies. The Coordinator must possess sensitivity to cultural differences and an appreciation for the diverse backgrounds and experiences of the department's student body.
- **Level of Responsibility:** The Graduate Funding Coordinator is expected to manage, monitor, and process all funding support for graduate students, communicating with all stakeholders to ensure all funding is accurately dispersed and awarded according to University policy. Incorrect actions may also lead to audits and reviews, which would adversely affect the reputation of the department, Faculty or University.
- **Decision-Making Authority:** The Graduate Funding Coordinator is expected to use judgment to make decisions based on existing policies and procedures. Funding shortfalls are referred to the Graduate Research Program Coordinator/Associate Chair or Manager with recommendations for solution or action. Errors in decision or information could hinder a student's ability to continue in the program and cause adverse relations with students, faculty and staff. The incumbent must be knowledgeable in graduate policies and procedures to assist graduate students and supervisors with their funding throughout their graduate program and ensure compliance with all funding/finance regulations.
- **Physical and Sensory Demands:** Minimal physical demands typical of an administrative position operating within an office environment. Concentrated attention to detail is required and the adherence to timelines and deadlines is crucial. The incumbent must be able to manage concurrent assignments and prioritize workloads in order to meet deadlines with frequent interruptions. Must possess mental fortitude and patience in cross-cultural and inter-personal relations with a large international clientele.
- **Working Environment:** Occasional overtime during peak periods may be required. This role involves minimal psychological risk resulting from exposure to some disagreeable situations or conversations, or the requirement to enforce policy. There are deadline pressures and work priorities may change

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regularly as the volume of work varies with frequent interruptions and multiple demands from multiple clients.