Job Description

Job Title: Graduate Funding Coordinator
Department: Electrical and Computer Engineering
Reports To: Manager, Graduate Studies
Jobs Reporting: None
Salary Grade: USG 7
Effective Date: September 2017

Primary Purpose
The Graduate Funding Coordinator (Coordinator) is highly specialized position responsible for a wide range of activities supporting all aspects of graduate program funding to meet the heavy demands related to the department’s academic, teaching and research programs. The Coordinator has a high level of responsibility for the administration of all Electrical and Computer Engineering graduate student funding including Graduate Research Studentships (GRS), Graduate Research Assistantships (GRA), and Graduate Teaching Assistantships (GTA). The Coordinator works closely with Research Compliance to verify eligibility of student payments.

The Coordinator is a key component of the quality of student experience in ECE. The Coordinator must have an appreciation for the diverse backgrounds and experiences of the department’s student body.

Key Accountabilities

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<tr>
<th>Graduate Research Studentship (GRS) Administration</th>
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<tr>
<td>• Process GRS payments of $7M+ annually (involves multi-departments, org units, and budgets)</td>
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<td>• Produce GRS letters to confirm funding sources and authorization</td>
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<td>• Identify account problems and resolve issues</td>
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<td>• Ensure compliance with university and research policies and procedures</td>
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<td>• Submit payment information to Graduate Studies and Post-Doctoral Affairs (GSPA)</td>
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<td>• Advises faculty on alternative funding options</td>
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<td>• Manage all GRS adjustments, corrections and account changes as requested by faculty</td>
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<td>• Ensure all GRS payments are in line with minimum graduate student funding requirements</td>
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<td>• Liaise with Program Research program Coordinator/Associate Chair when funding deficits are identified and graduate funding commitments may incur department liabilities</td>
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<td>• Maintain department E-GRS system in conjunction with the Database Developer/IT Specialist</td>
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<th>Graduate Teaching Assistantship (GTA) Administration</th>
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<td>• Liaise with the Senior Associate Chair to recruit and assign teaching assistants</td>
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<td>• Support TA Assignment committee in awarding each term’s teaching assignments</td>
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<tr>
<td>• Generate TA assignments (approx. 125 per term) and produce contract letters ensuring each person’s eligibility to work on campus as per immigration regulations</td>
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<tr>
<td>• Manage all TA assignment changes and adjustments</td>
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<td>• Ensure funding availability for alternatively funded TAs</td>
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- Process GTA payments of $1.6M annually (involves multi-departments, org units, and budgets)
- Organize the departmental ExpeCTations sessions
- Coordinate the TA evaluation process

**Graduate Research Assistantship (GRA) Administration**
- Liaise with Research 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 multi-departments, org units, and budgets)

**Financial Management**
- Maintain all financial records, payroll files, and GTA/GRA contracts totaling $9.8M to facilitate reconciliations, and internal and external audits
- Prepares financial reports for the department
- Collaborates with the ECE Financial Officer 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 all contracts and payments for adherence to University and Government regulations
- The incumbent must also communicate procedures and administrative instructions to students in order to achieve a high level of accuracy and understanding.

**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 coordinators during absences
- Provides back up coverage for the other administrative staff during absences
- Other duties or projects as assigned by the Manager Graduate Studies or Administrative Officer.

**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

**Knowledge/Skills/Abilities**
- 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
- Unwavering commitment to client-centered service and a positive, dynamic, outgoing approach in interactions with students, clients, and colleagues
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- Knowledge and experience with financial aid in People Soft Campus Solutions required
- Ability to maintain confidentiality and appropriately handle confidential data and information
- Ability to think and act quickly and effectively under pressure, exercising tact, diplomacy, discretion and good judgement
- 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 Coordinator interacts directly with graduate students, staff, the ECE Financial Officer, the Senior Associate Chair, Associate Chair- Graduate Studies, Graduate Research Program Coordinator, faculty supervisors, Engineering Graduate Office, Graduate Studies and Post-Doctoral Affairs, Office of Research, Student Accounts, and Human Resources. Externally, this position will have contacts with external funding agencies and potential external TA hires. 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 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. Shortfalls in guaranteed minimum funding for graduate students create a financial liability for the department.

- **Decision-Making Authority:** S/he 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 impede the financial security of a student 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 imperative. 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 regularly as the volume of work varies with frequent interruptions and multiple demands from multiple clients.