

Job Description



| | |
|------------------------|--|
| Job Title: | Assistant to the Director, Graduate Coordinator |
| Department: | Centre for Education in Mathematics and Computing (CEMC) |
| Reports To: | Administrative Officer, CEMC |
| Jobs Reporting: | None |
| Salary Grade: | USG 6 |
| Effective Date: | May 1, 2019 |

Primary Purpose

The incumbent is accountable for a range of services in supporting approximately 600+ prospective, current students and alumni in the Master of Mathematics (MMT) graduate students' admission, progression, and graduation under the direction of the Director, MMT. The incumbent provides expertise with respect to awards and scholarship opportunities, policies and resources within the Faculty and campus-wide in support of student success and University enrolment targets for domestic and international graduate students.

Reporting to the Administrative Officer, the Assistant to the Director, Graduate Coordinator is accountable for providing dedicated support and assistance to the Director, CEMC. The Assistant diligently manages the Director's schedule and priorities, including travel commitments and speaking engagements, donor and advancement meetings and events, be prepared to make rapid changes to arrangements, and to alert the Director to potential scheduling conflicts and priorities. The Director is extremely active both on and off campus. The Assistant must maximize the Director's time by strategically planning and scheduling the Director's time and ensuring that he/she is kept on schedule. This role represents the Director in first point of contact communications and is responsible for maintaining the integrity of the participant life-cycle relationship with the CEMC, providing an intersection between outreach activities participation, MMT enrolment and Alumni engagement.

Key Accountabilities

Graduate Coordinator for online Master of Mathematics for Teaching (MMT) program

- Review and assess applications for admissions to the MMT graduate program to ensure accuracy and consistency
- Admission of successful candidates on behalf of the Director, MMT ensuring that all admission criteria have been met by the unit graduate officers/graduate coordinators
- Serve as a liaison between the department and the GSO for extensions, and communicating with all graduate students at or beyond the time limit pre-determined by the University for completion of graduate requirements
- Interprets and provides an in-depth understanding of graduate policies and procedures as they relate to university and departmental policies and consulting on procedural changes when necessary to the program
- Responsible for all records, data analytics, and management of students in the program (active/inactive status, intent to graduate, add/drop courses, grade change requests, etc.) and monitor student grades keeping the Director, MMT informed of any issues, if necessary

Job Description



- Provide information, reports and functional guidance to internal and external stakeholders regarding the Indigenous scholarship program, unique to the MMT
- Coordinating and tracking all internal graduate scholarships nominations and ensuring receipt by GSPA for processing
- Process decisions and sign off on behalf of Director, MMT and retain records associated with scholarships and awards throughout the faculty

Dedicated Support for the Director, CEMC, including but not limited to:

- Quickly adapt to and learn priorities of the Director, including the Director's active projects as well as day-to-day administration required by the Director
- Handle complex situations as they arise with speed, and discretion, including need for urgent meetings and changes to detailed arrangements involving numerous other parties; tactfully communicate to other parties when schedules and priorities change
- Use critical thinking to manage complex priorities in unexpected situation to assess what needs to be completed and prioritize tasks effectively
- Maintain the Director's calendar, schedule all appointments and meetings for the Director; proactively manage the calendar to include requirements of the Director's external activities, including stakeholder relationships and community events
- Provide meeting support including organization, logistics and minute-taking including all internal Working Group meetings, Board meetings and campus-wide academic meetings (ie: CTAPT, Indigenous educational strategies, Graduate Online Applications committee)
- Prepare and process the Director's travel and expense claims and allowances in compliance with University Policy and granting agency requirements; remain current on knowledge of all policy requirements; attend annual training sessions
- Manage and coordinate all travel preparations for the Director, CEMC faculty and guests which includes making arrangements for accommodation, transportation, conference registrations, meeting schedules, etc. and preparing complete itinerary for the travel
- Collect and maintain information related to the Director's travel needs and preferences, copies of relevant travel documents and contacts for use on subsequent trip planning
Handle complex change situations as they arise, including rerouting travel, changes in accommodations, or last-minute changes in event schedules

Donor Relations & Development Activities Support, CEMC

- Influences life-cycle participation from MMT program Alumni to functional members of the CEMC outreach activities roles such as domestic and international educator stakeholders that support student contest participation to increased membership of the contest content and marking committees to Adjunct Faculty recruitment
- Provides calendar support to the Director, CEMC; helps to manage schedules; invitations, arranging/rearranging all meetings on and off campus, managing the RSVP process, facilitating use of and access to online meeting and conference call software, minutes and agenda creation, menu planning, venue liaison, booking facilities, parking requirements, maintaining contact lists, maintaining systems like SharePoint
- Demonstrates initiative to assist with the planning and execution of meetings; facilitates meetings by preparing handouts and reports, assisting with electronic presentation notes, producing meeting notes, handling responses and attending to special requests
- Maintain contact with internal and external stakeholders

CEMC Operational Duties, including but not limited to:

Job Description

- Annual contest preparation and marking events (4 per year), involving between 100 and 250 people each and impacting the creation and production of activities seen by hundreds of thousands of students and teachers annually
- Support the planning, organizing and execution of MMT capstone and convocation events as well as contest marking event cycles
- Assist CEMC faculty with administrative tasks 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

- A university degree in Business management is preferred or post-secondary and equivalent experience in office administration

Experience

- Executive Assistant work experience required, preferably in an educational setting
- Several years' administrative experience in an academic with familiarity of graduate studies
- Experience making independent judgement and handling confidential information
- A high degree of organizational skill, interpersonal acumen and problem-solving ability is required to provide oversight in balancing multiple priorities and deadlines
- Experience interacting with a wide variety of people in many different contexts
- Knowledge of the University's policies, procedures and operating requirements
- Advanced experience using Microsoft Excel, OnBase, Quest, FileMaker Pro and SharePoint or Microsoft Teams

Knowledge/Skills/Abilities

- Intermediate level of comfort with high school mathematics
- Advanced communication and problem-solving skills and attention to detail
- A high degree of organizational skill, interpersonal acumen and problem-solving ability is required to provide oversight in balancing multiple priorities and deadlines
- Excellent interpersonal and relationship building skills with ability to handle faculty, staff and students from around the world with tact and diplomacy
- Experience with international travel and bookings
- Ability to change direction swiftly, manage multiple tasks simultaneously amid a number of distractions and be flexible to changing schedules and workload
- Ability to trouble shoot and problem solve independently as well as part of a team
- Ability to analyze situation and issues in an anticipatory environment

Nature and Scope

- **Contacts:** Internal: Deans and other senior executives of the University, Graduate Studies and Postdoctoral Affairs and Mathematics Graduate Office for MMT student management, Dean of Mathematics Office, Finance for expense reports, Human Resources for hiring and Police Services for vulnerable sector checks, Housing/Residence Services for visitors' accommodations, Parking Services for visitors, New Media Services for printing, Food Services for meal arrangements. External:

Prospective and current MMT students, Alumni, all guests of the CEMC, including senior scholars, donors and potential donors, educators throughout Canada and internationally, all external business contacts for travel arrangements.

- **Level of Responsibility:** This position requires a highly motivated and self-directed individual to work in a team environment. Alongside the Director, CEMC, the incumbent will work collaboratively with a wide range of stakeholders within the Faculty, across the University, and external to the University to develop and communicate effective MMT admissions strategies and to implement departmental-level graduate recruitment activities. In this capacity, the incumbent will act as a representative of the CEMC and Faculty of Mathematics. The incumbent must be able to take initiative with minimal supervisory input. Must always exhibit a high degree of professionalism as a university representative.
- **Decision-Making Authority:** The incumbent is expected to make independent judgement for daily routine work in line with University policies and guidelines as well as scholarship and admissions determinations.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment – occasional lifting required; assistant is always available if needed.
- **Working Environment:** No travel required. Generally regular working hours however flexible schedule is required during peak loading periods to meet fixed deadlines. Expectation for work outside of regular working hours is up to several evenings and up to 4 weekends per year. No significant physical risks. No significant psychological risks; multiple conflicting deadlines need to be managed. Obtaining a valid Vulnerable Sector police check is a condition of ongoing employment.