

Job Description

Job Title:	Academic Officer
Department:	Graduate Studies and Postdoctoral Affairs (GSPA)
Reports To:	Associate Director, Graduate Studies and Postdoctoral Strategic Initiatives
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	July 2018

Primary Purpose

The Academic Officer supports graduate studies academic affairs, including the process for new and revised graduate programs, management of the Graduate Studies Academic Calendar (GSAC), Approved Doctoral Dissertation Status (ADDS) processes and records, graduate studies regulatory publications and guidelines including graduate and postdoc forms. The incumbent provides advice to Faculties and departments on the graduate program change process, tracks and oversees implementation of program changes. The Graduate Studies Academic Calendar and Graduate Studies regulatory publications provide official information as approved by Senate Graduate and Research Council, Senate, and the Ontario Universities Council on Quality Assurance (Quality Council).

The Academic Officer is responsible for maintaining postdoctoral guidelines/regulations and be the key point of contact for regulatory postdoc matters (e.g. appointment process, benefits). S/he will maintain all related materials (e.g. templates) current and updated.

Key Accountabilities

Graduate studies programs

- Reviews, edits and provides advice/feedback to Faculties and departments on proposals for changes to Graduate Studies Academic Calendar ('the Calendar') content for graduate programs; editor and publisher of the Calendar
- Tracks and implements changes to the Calendar approved by Senate Graduate and Research Council, Senate, and the Quality Council
- Provides support for the development of new graduate programs
- Coordinates implementation within the Graduate Studies Office of new programs and changes to programs
- Maintains accurate and detailed lists of all graduate programs
- Works with other members of GSPA to ensure consistency between the Calendar and other sources of information, such as Quest and the online admission system
- Functional lead for the development, management and ongoing improvement of the electronic (online) Calendar, including archival copies
- Key contact for managing all inquiries, problems and technical developments related to the Calendar

Graduate studies policies and regulatory publications

- Manages and tracks the review of submissions to Senate Graduate Research Council (SGRC)/Senate that will result in changes to graduate studies regulations, policies and guidelines.
- Oversees the implementation of regulatory changes in the Calendar, and ensures proper dissemination of changes (e.g. email communications, website, forms)

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- Responsible for maintaining and updating graduate studies publications including “Organization of Graduate Studies” and “A Guide for Graduate Research and Supervision at the University of Waterloo”

Postdoctoral affairs

- Acts as the primary point of contact for university community and postdocs on matters related to the University of Waterloo Postdoctoral guidelines
- Works closely with senior management and key stakeholders to facilitate and ensure regular review of Postdoctoral guidelines to reflect best practice and international/national trends as well as institutional priorities; disseminates relevant changes in a timely fashion
- Works with key stakeholders to develop and provide documents/templates pertinent to the Postdoctoral guidelines and postdoc appointment process
- Maintains strong knowledge of provincial, national and international policies, guidelines and recommendations related to postdoctoral affairs

Communications/forms

- Manages and maintains graduate studies and postdoctoral forms; ensures timely and regular updates
- Provides back up to members of the communications team; reviews materials related to graduate studies and postdoctoral affairs
- Acts as a back up to the Assistant Director, Graduate Communications and Postdoctoral Affairs on postdoc matters
- Acts as a back up to the Director, Academic Services on graduate studies program change matters (in consultation with Associate Vice-President, Graduate Studies and Postdoctoral Affairs)

**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 and/or equivalent work experience in a marketing/communications field

Experience

- Knowledge of University policies and graduate studies and postdoctoral regulations, policies and practices
- Excellent written and verbal communication skills; excellent proofreading and editing skills
- Successful experience meeting multiple and concurrent deadlines and managing small and large-scale projects
- Experience working with university-wide stakeholders, including Faculty and department contacts, to meet deadlines and execute projects
- Excellent attention to detail

Knowledge/Skills/Abilities

- Proven outstanding writing, editing, and proofreading skills related to content in a variety of platforms
- Ability to structure, edit, and create suitable content for a variety of platforms (e.g. website/publications)
- Demonstrated ability to thrive in an integrated and collaborative team environment and to apply a positive team approach
- Strong organizational skills coupled with the ability to handle multiple tasks, meet deadlines, and excel in a fast-paced environment characterized by changing priorities

Nature and Scope

- **Contacts:** Communicates with colleagues in Faculties/departments; works with service units to support program changes and postdoc guideline maintenance; close working relationship with GSPA colleagues
- **Level of Responsibility:** The job has specialized work and attention to detail with minimal supervision, and provides guidance to others
- **Decision-Making Authority:** Primary contact for Graduate Studies Academic Calendar; primary point of contact for Postdoctoral Guidelines; Provides expertise and advice regarding program change and approvals processes
- **Physical and Sensory Demands:** Office environment (up and down from desk), dealing with distractions in the work environment.
- **Working Environment:** Primarily office-based; long hours at computer; travel to/from campus-wide meetings