

Job Description



Job Title:	Graduate Program Administrator
Department:	School of Environment, Enterprise & Development (SEED)
Reports To:	Administrative Manager
Jobs Reporting:	N/A
Salary Grade:	USG 6
Effective Date:	September 1, 2019

Primary Purpose

This position is responsible for supporting the graduate programs in the School of Environment, Enterprise & Development (SEED). The Graduate Program Administrator provides advice and guidance to graduate students and is responsible for the operation of the programs, in a manner consistent with the school's goals and objectives. The position reports to the Administrative Manager in SEED and works in partnership with the Director of SEED, the Associate Director(s) of Graduate Studies, and the Graduate Studies and Postdoctoral Affairs (GSPA) office.

Key Accountabilities

Responsible for Recruitment and Admissions including, but not limited to the following activities:

- Responsible for the administration of the SEED graduate admission processes, including annual circulation of applications via OnBase, the Graduate Admissions Project Online Document Management System (DMS, obtaining the required feedback from faculty members, ensuring that minimum university admission requirements have been met, including degree, academic standing, English language proficiency certification, financial support, recommended level of study and averaging of transcripts; preparation and submission of the recommendation to the GSPA
- Respond to email, telephone, in-person, and written inquiries regarding application procedures and graduate programs, providing accurate and timely information and managing the volume and complexity of inquiries
- Represents the school at graduate recruitment fairs and responding to inquiries from potential applicants.
- Liaise with other department/school coordinators in planning the annual Orientation Week Schedule avoiding conflicts with mandatory sessions. Assists the Associate Directors with annual graduate orientation events

Provides advice to current and prospective graduate students in SEED including, but not limited to the following activities:

- Academic Advising: providing advice to prospective and current students regarding all aspects of the academic programs and courses available/permission numbers, the admissions process, graduate policies, administrative procedures, degree requirements, financial matters, issues pertaining to international students, various sources of assistance to students in stressful situations, convocation requirements, etc.
- Academic records: maintain accurate academic records; initiating, collecting and submitting time extension petitions; verifying convocation; monitoring completion of degree requirements buy maintain accurate records, etc.

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<ul style="list-style-type: none">Producing student progress reports ensuring that students are registered each term by government count date; preparing student funding statements for tuition payment and student registration verification letters
<p>Course scheduling, including, but not limited to the following activities:</p> <ul style="list-style-type: none">In consultation with the SEED Director and other departments, determines which graduate courses will be held in a particular termCo-ordinate graduate course scheduling with other Faculty of Environment departments/schools in cases of held-with and cross-listed courses to ensure that core courses do not conflict with elective course offerings, request rooms for graduate classes and/or book rooms online using Outlook calendarSchedule SEED graduate course offering using InfoSilem each term by the Scheduling department's deadlines
<p>Scholarship coordinator including, but not limited to the following activities:</p> <ul style="list-style-type: none">Organization and administration of the application process for several internal and external scholarships coordinated by the GSPAAdvising students of scholarship and application requirementsMaintaining records of allocation and disbursements
<p>Student defenses including, but not limited to the following activities:</p> <ul style="list-style-type: none">Coordinate student defenses, advising students of submission deadlines and guiding students through the defense proceduresBook room for defense, preparing, distributing and posting notice of defenceChecking student's record for completion of degree requirements and submitting completed Intent to graduate/Degree Completion forms with final transcript to the GSPA
<p>Graduate Calendar updates including, but not limited to the following activities:</p> <ul style="list-style-type: none">Prepares material in the online Graduate Calendar using the UW Academic Calendar Maintenance system (ACMS)Monitoring faculty appointment changes, additions of new faculty members, revisions to existing programs and/or courses, and new program and/or course offerings is required to ensure correct information is submittedResponsible for preparing curricular change forms for SEED, GSC and Faculty Council meetings using the Senate Graduate & Research Council change form
<p>Administrative support including, but not limited to the following activities:</p> <ul style="list-style-type: none">Assist the Director, Associate Directors with graduate statistics and data when requestedAssist the Associate Directors with allocating teaching and research assistantships each term, input TA/RA salaries into Workday, request GRSs on Quest, and ensure that financial obligations to each graduate student are metAttend ENV GSC meetings and GSPA meetings for graduate studies procedural and policy updatesAssist with other projects or tasks as assigned by Administrative Manager

**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 <ul style="list-style-type: none">• Undergraduate degree desirable; equivalent combination of education and experience will be considered
Experience <ul style="list-style-type: none">• Some administrative experience in an academic environment. Knowledge of graduate policies and procedures preferred
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent verbal and written communication skills• Independent judgement in time management, task prioritization and decision-making• Proven ability to manage a large volume of work, conflicting priorities and deadlines• Excellent human relations skills; ability to guide students, foster constructive team relationships, and to work effectively with faculty, staff and students• Intermediate experience with Microsoft word and Excel; Quest; Outlook Calendar and email; Academic Calendar Maintenance System and web content management software• Experience with SharePoint

Nature and Scope

- **Contacts:** Internally, makes contacts on behalf of the school to obtain action, reach agreement and negotiate: Director, Associate Directors, Faculty members in and outside school; school staff, ENV Associate Dean's office, GSPA Admissions, Records and Student Awards; AccessAbility Services, Counselling Services, Office of Academic Integrity, Graduate Studies Committee, Graduate Administrators Committee, Marketing and Recruitment Coordinator. Students, SEED alumni, prospective applicants.
- **Level of Responsibility:** This job has specialized work with minimal supervision and provides guidance to others
- **Decision-Making Authority:** This position has decision-making authority; complex and non-routine issues involve consultation with the Associate Director, Graduate Studies, Associate Dean, Graduate Studies, SEED Director, and Administrative Manager. Position requires proactive problem solver. Makes decisions about courses and advice given to students; refers students to others when appropriate.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment; peak times can include numerous student requests, multiple priorities and frequent interruptions.
- **Working Environment:** Occasional travel required; regular working hours, occasional evening/weekend work required; involves minimal physical or psychological risk resulting from a diverse environment with deadline, multiple priorities and frequent interruptions.