

## Job Description

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<b>Job Title:</b>	Administrative Coordinator, Graduate Studies & Research
<b>Department:</b>	School of Pharmacy
<b>Reports To:</b>	Administrative Coordinator & Financial Assistant
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	November 1, 2017

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### **Primary Purpose**

The Administrative Coordinator, Graduate Studies & Research, is responsible for all activities related to the School of Pharmacy's (SOP) graduate programs (currently, MSc and PhD) and is the first point of contact for prospective students. The incumbent must be knowledgeable in University, Faculty and School graduate policies and procedures to assist graduate students throughout their program from admission to degree completion. The Administrative Coordinator, Graduate Studies & Research, is concerned with the quality of the graduate student experience and is frequently called upon to provide non-academic counselling in addition to providing academic direction. The Administrative Coordinator, Graduate Studies and Research reports to the Administrative Coordinator & Financial Assistant, and provides senior administrative support to the Associate Director, Graduate Studies & Research (AD) and the Graduate Officer (GO) to ensure the efficient and effective delivery of academic and administrative services to graduate students in the School of Pharmacy.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Graduate Program Administration**

Provides comprehensive administrative support to the SOP graduate program. Duties may include but are not limited to:

- Provides senior administrative support to the AD and GO in all matters relating to the graduate program; this includes providing background research and support to assist in the academic decision-making process for admission to the graduate program, planning, research and data collection, preparing statistical reports and analysis of short- and long-term goals
- Responsible for ensuring that MSc and PhD critical milestone deadlines are met which includes compliance follow-up with faculty and students
- Responsible for the ongoing maintenance of the Pharmacy Graduate Program Handbook
- Responsible for the coordination of MSc and PhD thesis proposals, oral defenses, and PhD comprehensive examinations; this includes working closely with the Faculty of Science Graduate Office to ensure policies and procedures are followed
- Maintains and manages all graduate student records
- Responds to written, e-mail, telephone, and in-person inquiries regarding the graduate program and provides effective liaison between the school other University units
- Provides administrative support to the Graduate Studies & Research Committee (GSRC) including preparing meeting agendas, recording minutes, preparing reports to Pharmacy Council and the Faculty of Science, and monitoring the implementation of all decisions
- Organizes and participates in Pharmacy graduate student orientation sessions
- Provides new students with information on administrative procedures related to safety training, office and building keys, and registration with Human Resources
- Provides graduate program statistical data for academic accreditation reporting for the MSc and PhD programs as required, liaising with the Office of Research and Institutional Analysis and Planning as needed

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- Assists in identifying and implementing process improvements
- Other administrative duties as assigned by the Administrative Coordinator & Financial Assistant

### **Research Program Administration**

Provides comprehensive administrative support to the SOP research program. Duties may include but are not limited to:

- Provides senior administrative support in all matters relating to the research program; this includes assistance with planning, research and data collection, preparing content for Pharmacy Research Bulletins, preparing statistical reports, and maintenance of the research personnel directory
- Handles HR responsibilities for temporary and casual research personnel by preparing appointment forms, processing and submitting payroll, ensuring compliance with Health & Safety requirements
- Provides administrative support for the Research Seminar Series by arranging seminars, booking meetings, advertising seminars, and providing assistance with travel logistics and expense claims for presenters
- With the AD, attends annual workshop for new research faculty members and provides information on program administration and University policies with respect to graduate student supervision and financial aid
- Responsible for the annual Pharmacy Research Day

### **Academic**

Provides a range of services in support of academic matters (admissions, program advisement, and curriculum). Duties include but are not limited to:

- Serves as first contact for all prospective and current Pharmacy graduate students in all matters related to admissions and student academic programs including admissions processes, UW graduate policies and procedures, degree requirements, thesis regulations, and convocation requirements
- Works closely with the Faculty of Science Graduate Office and UW Graduate Studies & Postdoctoral Affairs Office on all matters relating to admission to the Pharmacy graduate program
- Coordinates the Pharmacy timetable for graduate courses and submits the timetable online via the Registrar's Office scheduling database
- Coordinates the assignment of graduate student examination proctors
- Coordinates the assignment of graduate student Teaching Assistantships (TAs); this involves preparing and posting applications, reviewing TA assignments with AD and GO, and communicating said assignments to students and instructors
- Reviews course outlines and ensures that they follow the approved template; maintains a repository of all graduate course outlines
- Acts as primary contact for instructors and students, providing updates on the graduate curriculum
- Maintains expertise in LEARN for course creation, editing, and data retrieval
- Coordinates the receipt, review and submission of graduate course grades in accordance with University policies
- Coordinates the submission and review of TA performance evaluations, reporting any concerns and identifying exceptional performers to the AD

### **Funding**

Provides administrative support related to funding matters within the graduate and research program. Duties include but are not limited to:

- Serves as first point of contact for information on University and SOP administered competitions including the organization of the annual information session on scholarship funding opportunities
- Provides and updates internal processes to assist faculty and students in meeting competition deadlines
- Administers student scholarship applications and coordinates ranking meetings for University-wide scholarship competitions (CIHR, NSERC, and OGS) and external competitions
- Coordinates student scholarships and processes applications for various scholarships allocated to Pharmacy, determining eligibility, ranking students and coordinating nominations for decision making by the AD
- Coordinates graduate student research travel assistantship applications
- Prepares and submits all documents related to graduate student funding; this involves calculating each students' funding with amounts dependent on status, time in program, TA duties, and other factors

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- Enters TA and examination proctor payroll information and maintains records
- Provides funding data in support of applications for grant funding, as requested
- Maintains a comprehensive record of Graduate Research Stipend expenditures for review by the AD and the Pharmacy Financial Officer, when required

### **Recruitment, Communication and Event Planning**

Ensures communication of information to current and prospective graduate students and assists the AD with recruitment and event planning for both the graduate and research programs. Duties include but are not limited to:

- Updates and maintains the Pharmacy graduate and research program websites, including development of content
- Manages and moderates the various graduate and research email lists
- Maintains communication with Pharmacy graduate program alumni, as required
- Represents SOP at various internal recruitment events, including UW Professional and Post-Degree Day, and Faculty of Science Grad Open House; also participates in external recruitment events as determined by the School from time to time Works with the SOP Communications Specialist, Faculty of Science marketing team and Creative Services to create and update Pharmacy graduate program marketing materials, including the Research Day program
- Coordinates graduate program awards competitions (AFPC, CSPS, RX&D), annual graduate prize ceremony
- Coordinates the SOP Annual Research Day event

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

- College or University degree required; equivalent education and/or experience will also be considered.

#### **Experience**

- Minimum 3-5 years' experience in an academic environment
- Sound working knowledge of UW policies and procedures as they apply to recruitment, admissions and graduate programs.
- Web page development and maintenance is an asset.

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

- Excellent (intermediate) computer skills with Microsoft Office and experience with Quest, Onbase, Sharepoint, LEARN, WCMS and CTES / Grad payroll systems
- Demonstrated ability to engage professionally with diverse groups, including faculty, staff, students, and prospective students
- Demonstrated capacity and demeanor to deal professionally with faculty, students and staff, pharmacists and representatives from the pharmaceutical industry.
- Communication skills are a key component of the position.

### **Nature and Scope**

- **Contacts:** faculty, staff and graduate students within the School of Pharmacy; potential applicants to the program; guest speakers, visiting scholars, pdfs; Science Graduate Office, Graduate Studies & Postdoctoral Affairs Office
- **Level of Responsibility:** This position has specialized work with minimal supervision, provides guidance to others and works closely with the Associate Director, Graduate Studies & Research, and the Graduate Officer
- **Decision-Making Authority:** This position has decision-making authority; complex and non-routine decisions involve consultation with the Associate Director, Graduate Studies & Research, Graduate Officer or Administrative Coordinator & Financial Assistant. This position requires active problem solving
- **Physical and Sensory Demands:** Minimal physical and sensory demands; considerable work conducted at a computer workstation with demands typical of an administrative position operating within an office environment (interruptions)

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- **Working Environment:** Minimal exposure to disagreeable conditions; environment is typical of an administrative position where there are regular deadlines and exposure to others, sometimes in difficult situations. Occasional travel off campus to participate in recruitment activities is required.