

## Job Description

<b>JOB TITLE:</b>	Graduate Studies Assistant	<b>DATE:</b>	February 19, 2016
<b>REPORTS TO:</b>	Judy Caron		
<b>JOBS REPORTING:</b>	None		
<b>LOCATION:</b>	E6		
<b>GRADE:</b>	5		
<b>DEPARTMENT:</b>	Chemical Engineering		

**PRIMARY PURPOSE:** Assist the Graduate Studies Coordinator in the Department of Chemical Engineering. Responsible primarily for the processing of MEng graduate student applications and provide support for current MEng graduate students. Assist in any other areas of graduate studies as required.

### KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".

1.	Admissions - process MEng applications - review application files using On-Base registration system and ensure all paperwork has been received and applications are complete - ensure that successful applicants meet minimum requirement for acceptability and then processed for admission vis Assoc. Chair Graduate Studies
2.	Records - process records for all MEng students including course drop/add forms, program changes, intent to graduate forms - responsible that student has met all degree requirements to graduate
3.	Academic Counselling for MEng students - provide assistance to MEng students regarding deadlines, issues relating to program extensions, program/course changes, seminar requirements, convocation requirements in accordance with University policy and procedure according to Engineering Studies Manual - provide assistance as necessary to international students and new permanent residents
4.	Event planning and recruitment events to promote graduate studies within Department and on-line.
5.	Process requests for IVGS -Coordinate visits/paperwork for 50+ International Visiting Graduate Students
6.	Responsible for running Teaching Assistant Process each term and ensuring that there are Teaching Assistants for all positions.

### POSITION REQUIREMENTS:

*If hiring today, what would be the minimum requirements?*

**Education:** Bachelor degree and/or relevant academic work experience.

**Experience:** Two years administrative and graduate studies work experience in an academic environment. Experience working in a team environment with demonstrated ability to meet deadlines and achieve deliverables with minimal supervision. Attention to detail with proven ability to succeed in a detail-oriented environment. Excellent communication skills both orally and written. Preferred experience with OnBase and Quest.

**Technical:** Job specific experience, computer skills

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MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Basic	Web, OnBase, Quest, Infosilem , Sharepoint

### NATURE AND SCOPE:

- **Interpersonal Skills:** Must be able to clearly communicate with all students and faculty especially students from other countries. Proven ability to be patient and a strong team player.
- **Level of Responsibility:** Academic counselling for MEng students, decision making re students accepted into MEng program, making sure students meet requirements to graduate
- **Decision-Making Authority:** Primary acceptance of MEng students getting into the program
- **Physical and Sensory Demands:** Attention to detail, interruptions
- **Working Environment:** office based, occasional overtime