

Job Description

Job Title:	Graduate Program Administrator
Department:	Cheriton School of Computer Science
Reports To:	Graduate Studies Supervisor
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	March 2019

Primary Purpose

Reporting to the School of Computer Science, Graduate Studies Supervisor the Graduate Program Coordinator is responsible for the administration of the assigned graduate program(s). The incumbent receives functional direction from the Data Science Program Director and performs a wide range of activities including, but not limited to administration support, graduate student liaison and support, internal and external communications management & business development.

Key Accountabilities

Graduate Academic Support

- Must be knowledgeable in graduate policies and procedures
- Provide ongoing support to graduate students, fielding general inquiries; provide guidance, troubleshoot and problem-solve as required
- Ensure that graduate students are aware of deadlines and issues relating to requests for extensions, course registration, course changes, co-ops, thesis submissions, calendar changes, convocation requirements, etc.
- Interpret scholarships as per university and department policies pertaining to graduate studies
- Publicize pertinent information and deadlines for scholarships
- Provide input into the decision process of student nominations for program, faculty and university graduate scholarships and awards
- Organize graduate student events, which may include but not limited to: colloquium talks, graduate orientation sessions, guest lectures, employers sessions and graduate celebrations
- Provide graduate program information to assist in the preparation of the preliminary departmental budget
- Communicate with relevant units (CS, SAS and C&O) in financial and academic support of MMath Data Science students

Recruitment and Information Services

- Respond daily (email, telephone and mail) as first point of inquiry to prospective graduate students, advising perspective students of deadlines, procedures and requirements
- Organize information sessions for graduate student recruitment and advertise in print and website
- Prepare files for Admissions Committee, assist in preparing short list

Support for student employment co-ops

- Provide information to employers about employment process
- Coordinate interviews working with CECA and overseeing co-op placements
- Work closely with co-op and career services and career developments
- Co-ordinate career workshops
- Develop and update recruiting and marketing materials for industry and prospective students

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Graduate Program Maintenance

- Ensure program information is up-to-date in the university calendar and on the website
- Assist with graduate milestone completions (e.g. thesis defenses, etc.)
- Collect graduate course information from faculty members and publicize it
- Assist in course scheduling

Administrative/secretarial support including, but not limited to the following

- Organize Advisory board Meetings and attend, take minutes
- Provide administrative and secretarial support to the Data Science Program Director in the administration of the assigned graduate program(s)
- Maintain program records and documentation as required

**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

- College Diploma in Office Administration, Business Administration or related discipline
- Equivalent combination of education and experience will be considered

Experience

- Minimum 2 years of experience in an academic institution in an educational support/coordinator role
- Demonstrated experience providing general administrative support

Knowledge/Skills/Abilities

- Ability to adapt to change
- Excellent human relation skills, in particular, ability to work confidentially and strategically with faculty members, graduate students, and staff
- Independent judgment in areas of time management, task prioritization and decision-making
- Proven ability to manage a large volume of work, conflicting priorities and deadlines
- Exceptional verbal and written communication ability
- Intermediate/advanced experience with Microsoft Office, especially Excel
- Experience with web-based student/client management environment with the ability to create relevant reports
- Experience with web-based document repository, Quest and OnBase. Willingness to learn new software as required

Nature and Scope

- **Contacts:** Position requires communication with internal contacts to obtain, clarify and discuss information, and to receive instructions. Contact groups and individuals include, but are not limited to: Director for Data Science (Graduate Studies), All faculty, staff members and graduate students in the Department, Other University departments/school staff, Mathematics Graduate Office, Graduate Studies and Postdoctoral Affairs, Finance, Human Resources Office, Co-operative Education and Career Action, Student Awards & Financial Aid Office, International Student Office, MFCF, IST. Position requires communication with a primary external group to obtain, clarify and discuss information, and to communicate graduate program acceptance: Prospective graduate students, Prospective employers Alumni
- **Level of Responsibility:** The job has defined specialized and routine tasks; the incumbent receives specific guidance.

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- **Decision-Making Authority:** Minimal decision-making authority. Some examples of decision-making include: Decide on task priorities given multiple deadlines and demands. Make decisions about referring students to the appropriate resources (e.g. counseling, academic advisor).
 - **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
 - **Working Environment:** Regular working hours; occasional local travel may be required. Minimal risks. May experience exposure to somewhat disagreeable situations typical of a position that deals with a variety of students and faculty members.