

Job Description

Job Title:	Graduate Studies Assistant
Department:	Systems Design Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	February 2020

Primary Purpose

Assist the Graduate Studies Coordinator in the Department of Systems Design 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

<p>Admissions</p> <ul style="list-style-type: none"> • 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
<p>Records</p> <ul style="list-style-type: none"> • 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
<p>Academic Counselling for MEng Students</p> <ul style="list-style-type: none"> • 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
<p>Events</p> <ul style="list-style-type: none"> • Event planning and recruitment events to promote graduate studies within Department and on-line.
<p>Scheduling</p> <ul style="list-style-type: none"> • Create graduate schedule, book classrooms, notify Professors, input into Registrar's online scheduling system • Enroll students • Perform on-line drop/add functions for student timetables
<p>IVGS</p> <ul style="list-style-type: none"> • Process requests for IVGS, coordinate visits/paperwork for 50+ International Visiting Graduate Students

**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; or equivalent combination of education and experience

Experience

- Two years of administrative and graduate studies work experience in an academic environment preferred
- Demonstrated experience with OnBase and Quest is an asset

Knowledge/Skills/Abilities

- High level of computer literacy and willingness to learn new programs (OnBase, Quest, Infosilem)
- Demonstrated ability to work effectively and discreetly with confidential and sensitive information
- Must possess strong client service focus and sensitivity to diversity
- Exceptional organizational skills with the proven ability to handle high volume competing demands and meet deadlines with minimal supervision
- Familiarity with programs and knowledge of policies and procedures relating to graduate students is an asset
- Aptitude for attention to detail and accuracy are essential
- Excellent communication oral and written skills
- Intermediate to advanced knowledge of Microsoft Office including Outlook, Word, Excel and PowerPoint

Nature and Scope

- **Contacts:** students external and internal, faculty, staff,
- **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