

Nipissing University

JOB DESCRIPTION

JOB TITLE:	Secretary to the Office of Graduate Studies and Research
DEPARTMENT:	Dean, Graduate Studies and Research
CLASSIFICATION:	Secretary D
WAGE GRADE:	WG 50
EMPLOYMENT DEFINITION (STATUS):	Full-time Support Staff
SUPERVISOR:	Manager, Research and Innovation

SUMMARY OF FUNCTIONS:

Reporting to the Dean of Graduate Studies and Research, the Secretary will provide administrative support services pertaining to the operation of the Office of Graduate Studies and Research (GSR). This will include supporting the Dean, Manager of Research and Innovation, Research Coordinator, and Graduate Studies Coordinator in the day-to-day office operations, financial management, and provide support with tasks related to the School of Graduate Studies and Research Services.

DUTIES AND RESPONSIBILITIES:

Coordination of the Office of the Dean, Graduate Studies and Research

(35%)

- Assist Dean, Manager of Research and Innovation, Research Coordinator, and Graduate Studies Coordinator with coordination of daily priorities; be proactive in flagging important items
- Coordinate and compile appropriate background information on issues, projects and problems, which impact the Office of GSR and the University
- Assist Office of GSR with policy updates by gathering information and typing draft reports for review
- Coordinate and participate as requested in meetings with Office of GSR and other staff
- Schedule all appointments and arrange meetings, including meeting space, for the Office of GSR
- Take minutes at meetings, assemble any required materials for various committees; distribute appropriate material to committee members; arrange for refreshments when necessary.
- Assist with written and verbal communications
- Assist with the development of the web page for Office of GRS
- Assist with preparing reports for management committees, which include the Graduate Studies Committee, Research Committee, Senate, Academic Quality Assurance and Planning Committee, President's Advisory Council, Senate and any subcommittees of these committees
- Draft various types of correspondence, including confidential correspondence; compose confidential letters, emails, etc. to be sent by or on behalf of the Office of GSR
- Type/edit/proofread reports, letters or memos from handwritten notes or verbal direction
- Take initiative and make decisions on matters within the scope of the position's duties and responsibilities; communicate effectively with all levels of University employees
- Maintain and update extensive file systems (electronic and hard copy) for the office
- Coordinate travel arrangements for the Office of GSR, including flights, accommodation, vehicle rental and ensure needed materials and background information are provided
- Sort and screen mail to determine nature and priority of business. Initiate action in response to items/correspondence
- Screen telephone calls to determine nature of priority of business. Provide information or assistance to callers

- Maintain up-to-date knowledge of all aspects of the University and its current objectives
- Act as liaison with external agencies and guests to arrange visits (e.g. OCGS, Tri-Agencies, IPON, OCUR)
- Act as key departmental copy editor/proof reader, assisting with the composition/drafting of documents relative to the functions of the Office of GSR
- Conduct research for the Office of GSR on various initiatives
- Communicate regularly with the President's, Provost Vice President Academic's, and Vice President Finance and Administration's offices regarding various issues surrounding research finances, Senate, and the Board of Governors

Financial

(20%)

- Maintain the budget of the Office of the Office of Graduate Studies and Research
- Liaise with the Research Accountant regarding faculty grant budgets and expenses
- Assist in the review of research expenses
- Review time sheets related to research accounts
- Prepare subsidy applications and other HR forms as required
- Prepare requisition forms, assign budget account numbers for supplies and Office of GSR expenses
- Monitor activity in Datatel/Webadvisor and take appropriate action/make recommendations to resolve discrepancies with Finance office

School of Graduate Studies

(20%)

- Provide administrative support and event coordination for Graduate Studies
- Maintain graduate faculty member and student files
- Schedule and coordinate Graduate Studies Committee (GSC) meetings and act as recording secretary
- Schedule student thesis defences and alert the university community
- Receive and process requests from graduate students for a desk in the Graduate Student Office Space and arrange for key pick up
- Receive and process requests from postdoctoral fellows for a desk in the Postdoctoral Office Space and arrange for key pick up

Research and Analysis

(20%)

- Provide confidential research support for the Office of GSR and produce effective written and oral reports
- Act as recording secretary for Research Ethics Board (REB), Animal Care Committee (ACC), and Research Committee, and any future committees that are created within the office
- Sit as member of the "Research Month" Committee
- Assist with coordinating all Research Month activities including: 3 Minute Thesis, Speaker Series, Undergraduate Research Conference and Scholarship Celebration
- Collect and maintain a listing of research related opportunities (e.g., conferences, grants, workshops) to include in the monthly Research E-Newsletter and other research communications
- Provide research for the Office of GSR and produce effective written and oral reports (use Internet, outside contacts, existing files etc.)
- Coordinate material in response to reporting requirements and requests. E.g., IQAP, COU, Ministry of Education, Tri-Agency, etc.
- Assist in the preparation of confidential reports for various stakeholders
- Process REB and ACC ethic's approval applications through ROME0
- Communicate renewal and final report reminders for REB and ACC files within ROME0
- Gather signatures from appropriate parties and staff for Research contracts and agreements
- Support the Manager of Research and Innovation in furthering the University's commercialization portfolio, such as scheduling meetings, travel, circulating agreements for signatures, conducting research, and hosting events

OTHER

(5%)

- Assist with creating and evaluating processes for new and existing responsibilities of the office
- Coordinate and participate, as requested, in meetings
- Develop analysis on various ad-hoc projects as assigned by the Dean or Manager of Research and Innovation

Any other duties as assigned

QUALIFICATIONS:

Education: A two-year office administration diploma from a recognized college

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three or more years' relevant experience
- Experience in a post-secondary educational setting would be an asset
- Experience with computer applications (i.e., Microsoft Office Suite, email, internet)
- Experience using various types of databases
- Excellent keyboarding, proofreading, shorthand and dictation skills
- Knowledge of budget planning
- Ability to draft correspondence
- Ability to communicate with all contacts and handle all situations in a pleasant and tactful manner
- Excellent interpersonal and organizational skills
- Excellent oral and written communication skills
- Able to adapt to respond to changing priorities and urgent requests
- Ability to work independently with minimal supervision, and the capacity to work quickly and efficiently
- Sound judgement
- Good analytical skills
- Ability to assess situations and use judgement to respond in an appropriate manner
- Excellent time management and negotiation skills
- Ability to work with confidential files and maintain strict confidentiality

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Research and Innovation

Internal Contacts: Faculty, staff, students

External Contacts:

- Travel/car rental agencies, hotels
- Administrative staff at COU/OCGS
- Ministry of Advanced Education and Skills Development
- Ministry of Colleges and Universities
- FedNor
- Tri-Agencies
- Community Colleges
- Other Universities
- City of North Bay Economic Development

- Intellectual Property Ontario (IPON)
- Various business representatives

MATERIALS UTILIZED:

- General office Equipment
- Computer programs: MSWord, Excel, dBase, PowerPoint, Email, Ellucian, Romeo
- Senate and Board by-laws
- Policies and Procedures Manual
- Budgets

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Visual and mental concentration
- Sitting, standing and walking
- Standard office environment
- Frequent and unexpected interruptions

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

.....
Approvals

Supervisor

Date

Human Resources

Date