

## Nipissing University JOB DESCRIPTION

<b>JOB TITLE:</b>	Graduate Studies Coordinator
<b>CLASSIFICATION:</b>	Coordinator B
<b>WAGE GRADE:</b>	WG 60
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-Time Support
<b>SUPERVISOR:</b>	AVP, Research, Innovation & Graduate Studies

### SUMMARY OF FUNCTIONS:

Reporting to the AVP, Research, Innovation & Graduate Studies, the Coordinator is responsible for the organization of all graduate programs including the maintenance of student academic records and scholarships, the maintenance of the graduate school website and liaising with all graduate program Coordinators, Chairs, and advisors and assisting with Quality Council reviews. The Coordinator responds to all inquiries regarding graduate programming, assists students, faculty and the Registrar's Office by providing graduate school information. The Coordinator is responsible for mentoring graduate students with the preparation and submission of proposals for external funding.

### DUTIES & RESPONSIBILITIES:

#### Graduate Programs

**(60%)**

The Coordinator is responsible for the following current graduate programs and will assume responsibility for others as approved: PhD (Education), MEd, MA (History), MSc (Mathematics), MES/Sc (Environmental Studies/Environmental Science), MSc (Kinesiology) MA (Sociology)

- Collect, organize and assemble information for inclusion in each session package to graduate students, ensuring accuracy and that all applicable details are provided
- Enter course offerings on database and monitor enrollment figures
- Develop the graduate studies section of the academic calendar and the Graduate Handbooks in consultation with the appropriate programs and Dean's Offices, making sure that it contains accurate and complete information on program procedures and is provided to graduate students on admission
- Prepare a newsletter for graduate students and faculty to keep both up to date with graduate policies/regulations and deadlines
- Monitor dates for mail out of material and registration deadlines
- Organize and maintain the School of Graduate Studies website
- Assist with the development and maintenance of graduate program websites to ensure consistency across programs
- Update graduate studies document and forms on an on-going basis
- Respond to inquiries regarding graduate programs
- Coordinate the organization of doctoral and masters comprehensive exams and oral exams where relevant
- Assist with the coordination/scheduling of the PhD residency in consultation with the SSoE
- Coordinate the preparation of examination packages
- Organize graduate student orientation and graduate recruitment fair
- Assist faculty and students with graduate program policies and procedures
- In conjunction with the Registrar's Office, update and ensure availability of documents required for application to graduate programs
- Assist with visiting graduate requests and provide required documents and direction
- Maintain and update the Graduate Studies Webpage
- When appropriate, provide administrative support in the office of Graduate Studies and Research

## Maintenance of Student Records

(25%)

- Maintain electronic and physical filing systems
- Set up new files for all graduate program students
- Maintain database and student records, including Faculty Advisor details
- Review student academic records for time of completion deadline, extension allowances
- Ensure Thesis / Research Paper applications, approvals and other documents are completed, recorded and filed appropriately
- In conjunction with the Graduate Coordinators and Registrar's Office, enter data relative to program information, record and monitor student progress
- Follow-up on graduate students for details outstanding, receipt of documents, responses to requests
- Notify Faculty Advisors and Graduate Advisors/Chairs regarding any changes to student records
- Prepare of Student Progress Report forms, copying, filing and ensuring Faculty Advisors receive updated information

## Scholarships and Graduate Funding

(15%)

- Inform faculty and students of scholarship opportunities
- Organize, prepare and deliver scholarship workshops for students
- Assist students with writing grant applications
- Set internal application deadlines and procedures
- Review application files to ensure they meet minimum eligibility criteria and all stated guidelines
- Liaise between students, faculty and the funding agencies
- Track and update all internal and external funding of graduate students
- Notify students about scholarship funding
- Receive all graduate hours worked to ensure compliance with OCGS bylaws
- Co-ordinate all TA/RA Assistantships, receive contracts and forward copies to HR

Any other duties as assigned

## QUALIFICATIONS:

**Education:** University degree is required

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

- One to three years of relevant work experience preferably at the postsecondary level.
- Experience in administration of graduate programs is an asset.
- Comfortable using general office equipment including computer, telephone, fax, shredder, photocopier/printer
- Experience using Microsoft Office (Word, Excel, Access and PowerPoint)
- Experience using Datatel
- Experience with web development (e.g., SharePoint/FrontPage) HTML coding and Dreamweaver software

## Training, Experience, Knowledge & Skills Required:

- Knowledge and understanding of current university system, structures and operation
- Ability to determine and organize tasks in order to meet varying deadlines
- Comprehensive knowledge of Graduate Studies
- Excellent organization, prioritization and interpersonal skills
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision and maintain confidentiality
- Adaptability in responding to continuously changing priorities

- Sound knowledge of a variety of computer software packages and administrative practices/procedures.
- Tact and diplomacy

**RELATIONSHIPS/CONTACTS:**

**Supervised by:** AVP, Research, Innovation & Graduate Studies

**Internal Contacts:** Faculty, Students, and Staff

**External Contacts:**

- Ontario Council of Graduate Studies (OCGS)
- Other schools of Graduate Studies
- NOHFC (Internships)
- Canadian Association of Graduate Studies (CAGS)
- Graduate Student Funding Agencies (e.g., tri-council)

**MATERIALS UTILIZED:**

- General Office Equipment
- Academic Calendar

**PHYSICAL DEMANDS/ MENTAL DEMANDS & WORKING CONDITIONS**

- Some visual and mental concentration
- Little physical effort; some sitting, standing and walking
- Some conflicting demands/requests
- Regular Interruptions
- Regular working hours with some “peak times”

**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

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date