

Nipissing University

JOB DESCRIPTION

JOB TITLE:	Graduate Studies Coordinator
CLASSIFICATION:	Coordinator C
WAGE GRADE:	WG 70
EMPLOYMENT DEFINITION (STATUS):	Full-Time Support
SUPERVISOR:	AVP, Research, Innovation and Graduate Studies

SUMMARY OF FUNCTIONS:

Reporting to the AVP, Research, Innovation and Graduate Studies the Coordinator is responsible for support of graduate studies programs including the maintenance of student academic records, scholarship applications, the development and maintenance of the graduate school website, liaising with all graduate program Coordinators, Chairs, faculty, and advisors, and assisting with Quality Council reviews.

The Coordinator responds to all inquiries regarding graduate programming and advises students, faculty, the Recruitment Office, the Finance Office, and the Registrar's Office by providing graduate school information. The Coordinator assists with the development of all graduate student programs of study and advises graduate students in making informed decisions regarding their academic progress at Nipissing to ensure they meet their degree requirements and graduation goals. In addition, the Coordinator also mentors graduate students with the preparation and submission of proposals and applications for internal and external funding.

DUTIES & RESPONSIBILITIES:

Administration of Graduate Programs

(50%)

The Coordinator is responsible for all aspects of graduate programs from the recruitment stage through to graduation. The current programs are; PhD Educational Sustainability, Master of Education (MEd), MA History, MA Sociology, MSc Math, MSc Kinesiology, Master of Environmental Studies (MES)/Master of Environmental Science (MESc).

- Collect, organize, and assemble information for inclusion in each session package to graduate students, ensuring accuracy and that all applicable details are provided
- Develop each student's program of study and welcome letter upon admission and update the program of study as the student progresses through the program
- Update and ensure availability of required documents for application to graduate programs in conjunction with the Registrar's Office
- Monitor graduate program enrollment figures
- Develop the graduate studies section of the academic calendar and the Graduate Handbooks in consultation with the appropriate programs, Registrar's Office, and Dean's Offices, making sure that each contains accurate and complete information on program procedures and is provided to graduate students on admission
- Coordinate and input information onto the School of Graduate Studies Information (GRAD-0001) Blackboard course to ensure that graduate students receive up to date information on policies/regulations, deadlines, events, funding opportunities, professional development, and employment opportunities
- Develop and maintain the School of Graduate Studies website and corresponding program websites ensuring accuracy and consistency across programs
- Update graduate studies policies, procedures, and forms on an on-going basis
- Respond to inquiries, both internally and externally, regarding graduate programs
- Coordinate the organization of doctoral comprehensive exams and doctoral and master's oral defence examinations
- Coordinate and organize new graduate student orientation both on campus and online

- Coordinate and organize the Graduate Studies Information Session and Graduate Fairs in conjunction with the Recruitment Office
- Coordinate and organize the Three Minute Thesis competition including competitor recruitment, preparatory workshops, main event, and sending the winner to the regional competition while following the 3MT policies and procedures
- Coordinate, develop, and execute the graduate studies portion of Research Month each year as well as assist the Office of Graduate Studies and Research as a whole with event execution.
- Liaise with NUSU in offering graduate student-centered events to develop, enhance, and foster a graduate student culture at Nipissing University
- Advise faculty and students with graduate program policies and procedures and provide students/faculty with information on alternatives, limitations, and potential consequences of academic decisions for graduate students
- Process visiting graduate student requests and provide required documents and direction
- Liaise with other Schools of Graduate Studies, the Ontario Council of Graduate Studies (OCGS), and the Canadian Association of Graduate Studies (CAGS) to stay informed to new and emerging policies, discussions and trends in graduate education in Ontario/Canada
- Conduct research related to graduate program revisions and policy development to enhance and streamline the delivery of graduate programs
- Provide administrative support in the office of Graduate Studies and Research, when appropriate
- Assist with the coordination/scheduling of the PhD residency in consultation with the SSoE

Graduate Student Advising, Scholarships and Funding

(35%)

- Advise current and prospective graduate students (including distance and regional campus students, international students, etc.) in selecting a program of study, clarifying educational goals, and guide students through the academic decision making process
- Provide students with information about alternatives, limitations, and potential consequences of academic decisions (i.e. adding, dropping and withdrawing from courses, switching from full-time to flex-time, deferring admission, implications on scholarships and finances, switching from thesis route to MRP/course route or vice versa)
- Advise prospective students regarding academic programs, courses, and graduate academic regulations and procedures
- Advise students regarding the policies relating to petitions and appeals
- Respond to written, in-person, and telephone inquiries regarding graduate programs, courses, and regulations and procedures
- Refer graduate students to appropriate campus resources including personal counseling, academic skills, thesis supervisor, Graduate Program Coordinator, etc. as necessary to meet their academic requirements and goals
- Interpret and disseminate graduate regulations and program information to graduate students, faculty, and other appropriate internal contacts
- Notify Faculty Advisors, Graduate Coordinators/Chairs, and Registrar's Office regarding any changes to student records or program of study
- Inform faculty and students of scholarship opportunities
- Organize, prepare and deliver scholarship workshops for students
- Mentor students with writing grant/scholarship applications
- Set internal/external scholarship application deadlines and procedures
- Review scholarship application files to ensure they meet minimum eligibility criteria and all stated guidelines
- Monitor dates for mail out of material and registration deadlines
- Liaise between students, faculty and the funding agencies
- Track and update all internal and external funding of graduate students
- Prepare funding letters for students and notify students about the outcome of their scholarship applications
- Implement graduate funding policies and assign funding to programs for funding reallocations
- Co-ordinate all TA/RA Assistantships, receive contracts and forward copies to HR

Maintenance of Student Records

(15%)

- 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, leave allowances
- Ensure Thesis/Research Paper/Dissertation applications, approvals and other documents are completed, recorded and filed appropriately
- In conjunction with the Graduate Coordinators/Chair and Registrar's Office, enter data relative to program information, record and monitor student progress
- Follow-up with graduate students for details outstanding, receipt of documents, responses to requests
- Prepare of Student Progress Report forms, copying, filing and ensuring Faculty Advisors/Supervisors receive updated information

Any other duties as assigned.

QUALIFICATIONS:

Education: University degree

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

Training, Experience, Knowledge & Skills Required:

- One to three years of relevant work experience preferably at the postsecondary level.
- Experience processing 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, Informer, ROMEQ, Qualtrics
- Experience with web development (e.g., SharePoint/FrontPage) HTML coding and Dreamweaver software
- 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 and issues surrounding graduate education in Canada
- Knowledge of graduate funding opportunities and awards
- Excellent problem solving, 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 and conflicting deadlines
- Sound knowledge of a variety of computer software packages and administrative practices/procedures
- Research Skills
- Independent decision making
- Tact and diplomacy

RELATIONSHIPS/CONTACTS:

Supervised by: AVP, Research, Innovation and Graduate Studies

Internal: Faculty, Students, and Staff

External:

- 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)
- Potential Students

MATERIALS UTILIZED:

- General Office Equipment
- Academic Calendar

PHYSICAL /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

Approvals

Supervisor

Date

Human Resources

Date