

## Nipissing University

### JOB DESCRIPTION

|                                        |                                                          |
|----------------------------------------|----------------------------------------------------------|
| <b>JOB TITLE:</b>                      | Secretary to the Office of Graduate Studies and Research |
| <b>DEPARTMENT:</b>                     | Office of Graduate Studies and Research                  |
| <b>CLASSIFICATION:</b>                 | Secretary D                                              |
| <b>WAGE GRADE:</b>                     | WG 50                                                    |
| <b>EMPLOYMENT DEFINITION (STATUS):</b> | Full-time Support Staff                                  |
| <b>SUPERVISOR:</b>                     | Manager, Research and Innovation                         |
| <b>REVISED:</b>                        | September 2026                                           |

#### SUMMARY OF FUNCTIONS:

Reporting to the Manager, Research and Innovation, the Secretary supports the day-to-day operations of the Office of Graduate Studies and Research (GSR), including providing support to the Associate Vice-President, Research, Innovation, and Graduate Studies and other members of the team. Key responsibilities include coordinating office activities, meetings and communications; acting as recording secretary for research and graduate studies committees; assisting with research events; maintaining records and financial information; and supporting graduate studies, research services and innovation activities.

#### DUTIES AND RESPONSIBILITIES:

##### Office Coordination for Research, Innovation and Graduate Studies

(35%)

- Assist the Associate Vice-President, Research, Innovation, and Graduate Studies and other members of the team with coordinating daily priorities and proactively flagging important or time-sensitive matters
- Coordinate and compile appropriate background information on issues, projects and problems which impact the Office of GSR and the University
- Support updates to Office of GSR policies and procedures by gathering information and preparing 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
- Prepare meeting materials, record minutes and distribute required materials to committee members
- Liaise with internal and external departments to arrange hospitality, obtain office supplies, and gifts for events and meetings (when appropriate)
- Assist with drafting and distributing written communications and responding to verbal inquiries on behalf of the Office of GSR
- Assist with the development of the web pages related to Research, Innovation, and Graduate Studies
- Assist with preparing reports for management committees, including the Graduate Studies Committee, Senate Research Committee, Academic Quality Assurance and Planning Committee, University Management Group, Senate, Research Ethics Board, their subcommittees and other committees supported by the Office
- Draft correspondence on behalf of the Office of GSR, including confidential letters and emails
- Coordinate documents and follow up with the appropriate individuals to facilitate approval processes for the Office of GSR
- Prepare and revise reports, letters and memos based on handwritten notes or verbal direction
- Exercise initiative and make decisions within the scope of the position's responsibilities while communicating effectively with employees at all levels of the University

- Maintain and update extensive file systems (electronic and hard copy) for the office
- Coordinate travel arrangements for the Office of GSR, including flights, accommodations, vehicle rentals and ensure that required materials and background information are provided
- Sort and screen incoming mail to determine the nature and priority of the matter and initiate appropriate action in response
- Maintain the office inventory and arrange for the timely restocking of supplies, including printer supplies, business cards, and graduate program guides
- Screen telephone calls, emails and in-person inquiries to determine the nature and priority of the matter, and provide information or assistance to individuals making inquiries
- Maintain up-to-date knowledge of all aspects of the University and its current objectives
- Liaise with external agencies and guests to arrange visits and provide background materials
- Serve as the primary copy editor and proofreader for documents prepared by the Office of GSR, including assisting with their composition and drafting
- Conduct background research on initiatives and issues relevant to the Office of GSR
- Communicate regularly with the offices of the President, Provost and Vice-President, Academic, and Vice-President, Finance and Administration regarding research finances, Senate and Board of Governors matters

### **Financial Support**

**(20%)**

- Maintain and monitor the budget of the Office of Graduate Studies and Research
- Liaise with the Research Accountant regarding faculty grant budgets and expenses
- Assist in the review and processing of research-related hospitality requests
- Support the review of research expenses related to p-card and expense statements
- Assist with assigning and processing travel pre-approval files
- 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 the Finance office

### **Graduate Studies Support**

**(20%)**

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- Provide clerical 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 notify the university community
  - Receive and process workspace requests from graduate students and postdoctoral fellows, and arrange for key pick-up

### **Research Services Support**

**(20%)**

- Handle confidential research information for the Office of GSR and prepare related written and oral reports
- Act as recording secretary for the Research Ethics Board (REB), the Senate Research Committee, and other research-related committees and working groups coordinated through the office
- Participate as a member of the Research Month Committee and assist with planning and coordinating related activities
- Assist with coordinating research events managed by the Office, including the Three Minute Thesis, Speaker Series, Undergraduate Research Conference, Research Rendezvous, and Research Celebrations
- Develop and draft the monthly Research E-Newsletter by collecting and maintaining information on research-related opportunities, including conferences, grants and workshops, for inclusion in the newsletter and other research communications
- Coordinate the social media account(s) for the office, including the development of posts, engagement with other social media accounts, and social media collaborations with other departments and partners

- Conduct research for the Office of GSR using online sources, external contacts and existing files, and prepare related written and oral reports.
- Coordinate materials in response to reporting requirements and requests from organizations and processes such as IQAP, COU, MCURES, and the Tri-Agencies.
- Assist in preparing confidential reports for internal and external audiences
- Process REB and other research approval applications through ROMEO
- Communicate renewal and final report reminders for research files within ROMEO
- 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

#### **Special Projects and Other Responsibilities**

**(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 AVP 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:**

- Minimum of 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, Instagram, Qualtrics)
- Experience using databases and information systems such as Datatel, WebAdvisor, ROMEO and Ellucian.
- 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
- Ability to adapt to changing priorities and respond effectively to urgent requests
- Ability to work independently with minimal supervision, and the capacity to work quickly and efficiently
- Sound judgement
- Good analytical skills
- Demonstrated sound judgement and the ability to assess situations and respond appropriately.
- 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 the Council of Ontario Universities
- Ministry of Colleges, Universities, Research Excellence and Security (MCURES)

- FedNor
- Tri-Agencies (SSHRC, NSERC, CIHR) and Canada Foundation of Innovation (CFI)
- Community Colleges
- Other Universities
- City of North Bay Economic Development
- Intellectual Property Ontario (IPON)
- Various business representatives
- Community partners (industry and not-for-profit)

#### **MATERIALS UTILIZED:**

- General office Equipment
- Computer hardware and software, including the Microsoft Suite (Word, Excel, PowerPoint, Teams, Outlook, Forms, SharePoint), Adobe Pro, WebAdvisor, Ellucian, ROMEO, Qualtrics, and CentreSuite
- Senate and Board by-laws
- Policies and Procedures Manuals
- Budgets

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

- Some 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

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date