

Nipissing University

JOB DESCRIPTION

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

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. This will include supporting the Dean, Assistant Dean, Research, Research Coordinator, Graduate Studies Coordinator and Research Accountant in the day-to-day office operations, financial management, as well as, 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, Assistant Dean and Research Accountant with coordination of daily priorities; be proactive in flagging important items
- Coordinate and compile appropriate background information on issues, projects and problems, which impact on the office of GSR and the University
- 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 Dean, Assistant Dean, with coordination of daily priorities; be proactive in flagging important items
- Assist with written and verbal communications
- Assist with preparing reports for management committees, which include Graduate Studies Committee, Research Council, Senate, Academic Quality Assurance and Planning Committee.
- 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)
- 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 and Provost Vice President Academic and Research offices regarding various issues surrounding Senate and the Board of Governors

Financial

(20%)

- Manage the budget of the Office of the Office of Graduate Studies and Research
- 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, assigning 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
- Receive all applications for new graduate faculty members, forward them to the Graduate Studies Coordinator, prepare formal acceptance letters and advise faculty of the decision
- Maintain graduate faculty member files
- Schedule and coordinate Graduate Studies Committee meetings and act as recording secretary

Research and Analysis

(20%)

- Act as recording secretary for REB and ACC
- Sit as member of the Research Month Committee
- Coordinate all Research Month Activities including: 3 Minute Thesis, Speaker Series, Undergraduate Research Conference and Scholarship Celebration
- Plan and execute Research Month events
- Create and publish a comprehensive, annual bibliographic listing of all university publications
- Provide research for the Office of GSR and produce effective written and oral reports (use Internet, outside contacts, existing files etc.)
- 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
- Coordinate material in response to reporting requirements/requests. Ex IQAP, COU, Ministry of Education etc.
- Assist the Office of GSR in preparing material for the President's Executive Group, Senate, etc.
- Assist in the preparation of confidential reports for various stakeholders
- Assist with the development of the web page for Office of Graduate Studies and Research

OTHER

(5%)

- Create and evaluate processes for new and existing responsibilities of the office
- Provide confidential research support for the Office of GSR and produce effective written and oral reports
- Assist the Office of GSR with policy updates by gathering information and type draft reports for review
- Coordinate and participate, as requested, in meetings
- Develop analysis on various ad-hoc projects as assigned by the Dean

Any other duties as assigned by supervisor

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., Windows Office Suite, email, internet)
- Experience using various types of databases
- Excellent keyboarding, proofreading, shorthand and dictation skills
- 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 skills
- Knowledge of budget planning
- Negotiation skills
- Excellent organizational skills

RELATIONSHIPS/CONTACTS:

Supervised by: Dean of Graduate Studies and Research

Internal Contacts: Faculty, staff, students

External Contacts:

- Travel/car rental agencies, hotels
- Administrative staff at COU/OCGS
- Ministry of Advanced Education and Skills Development
- Tri-Agencies
- Community Colleges
- Various business representatives

MATERIALS UTILIZED:

- General office Equipment
- Computer programs: MSWord, Excel, dBase, PowerPoint, Email
- 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

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Approvals

Supervisor

Date

Director of Human Resources

Date