**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-427

**NOC:** 1241

**Band:** 5

**Department:** Bioenvironmental Monitoring & Assessment Graduate Program

**Supervisor Title:** Graduate Director

**Last Reviewed:** August 08, 2019

**Job Purpose**

Under general direction and with minimum supervision, provides administrative support to the Director, Bioenvironmental Monitoring & Assessment, the graduate faculty, graduate students, and prospective students.

**Key Activities**

1. Administers and co-ordinates the business of the graduate program, addressing faculty, student and public questions (e.g., complaints, concerns and general information), receiving, interpreting and conveying verbal and written information with clarity. Establishes and maintains electronic distribution lists to facilitate quick information dissemination.
2. Arranges appointments; screens calls in person and by phone; sends and receives faxes; answers routine correspondence, memoranda and e-mail with brief instruction; uses discretion when handling confidential material. Responds to students/applicants’ questions regarding application, admission and program requirements.
3. Responds to students/applicants’ questions regarding application, admission and program requirements, as well as appropriateness and advantages of M.Sc, M.BEMA & G.Dip streams.
4. Provides administrative services to the Graduate Program Director, graduate faculty and liaises with the School of Graduate Studies.
5. Oversees the management of applications, including running reports in IRIS to determine the status of applicant files, following up on missing documentation, and ensuring that applicants are receiving timely communication from the program about the status of their application.
6. Assists the Graduate Director with program admissions, and sending recommendations for admissions to the School of Graduate Studies. Ensures the School of Graduate Studies is made aware of all acceptances and rejections as well as any other relevant communications (requests for deferrals etc.). Produces and sends rejection letters to unsuccessful applicants.
7. Orients new graduate students, both by organizing an orientation session and individually as necessary.
8. Assists with the coordination of a summer reception for students who have successful completed the program.
9. Coordinate course scheduling, room bookings and registration. Responsible for ensuring students are registered each term, including monitoring enrolment, leaves of absences, etc.
10. Counsel graduate students on program matters and notify director of potential problems.
11. Ensures the proper management of confidential files and academic records (e.g., applications and academic records; course offerings, registration, time-limit extensions, leaves of absence, and class lists) and, when requested, selects and compiles information and statistics from these records (student enrolment, audit data, staffing, teaching loads, class sizes) while following relevant policies.
12. Provides administrative services to graduate students, including their email accounts, requesting keys, mailbox, arranging for office space.
13. Tracks funding eligibility for MSc graduate students, including entrance scholarships, ensuring stipend forms are completed for graduate students as required, ensuring submission of RFA forms, etc.
14. Coordinates graduate faculty appointment applications. Maintains files of Graduate, Adjunct and Special Graduate faculty for the program.
15. In collaboration with the Graduate Director, makes changes to and submits the graduate calendar copy and assists with the creation and revision of the program handbook.
16. In collaboration with the Graduate Director, coordinates with the School of Graduate Studies to update program advertising materials such as the viewbook and web pointers.
17. Prepares and assists in design and revisions of graduate posters, brochures, etc. for promotional purposes and recruitment fairs.
18. Assists with program reviews.
19. Aids the Program Director with the development of new policies and procedures.
20. Maintains graduate program operating budget. Orders and maintains office supplies abd other miscellaneous purchase for the program as required. Advises the Director of budgetary expenses.
21. Arranges yearly supervisory committee meetings with each graduate MSC. student and their committee members.
22. Tracking of graduate student information, including supervisory committees, committee meeting dates, etc. into colleague/graduate student database, and keeps alumni database of addresses, employment, etc.
23. Coordinates thesis/dissertation defense, liaises with candidates, their supervisor, committee members and external examiner to set date and time for defenses. Coordinates video-conferencing (if applicable) ensuring final steps of degree completion. Arranges travel, accommodation, and reimbursements for the external examiner.
24. Responsible for ensuring progress reports are submitted annually for all research based graduate students; including liaising with all graduate supervisors to ensure completion of forms.
25. Assists with managing forms and paperwork related to student placements.
26. Maintains and updates the graduate website, including design and creation as required.
27. Arranges colloquiums, visiting speakers, seminar series, etc. for graduate program.
28. Provides support for program committee meetings, including scheduling, taking minutes and dissemination of the minutes
29. Supervise a work study student to assist in the office.
30. Undertakes other office duties and tasks as requested by the Program Director.

**Education**

General University Degree (3 year) required. Preference may be given to individuals with a professional degree such as Business Administration.

**Experience Required**

1. Two years of general experience, and one year of directly-related secretarial office experience required.
2. Computer knowledge and experience necessary. Experience using MS Excel and Word required.
3. Knowledge of the environmental monitoring sector and different graduate degree options is an asset.
4. Excellent interpersonal and communication skills; comfortable working closely with faculty and graduate students.
5. Excellent organizational skills and demonstrated ability to take initiative are essential; must be able to work independently.
6. Website training or experience in design, development, and/or maintenance would be considered an asset.
7. Working knowledge of Trent University including Trent’s Graduate Programs would be considered an asset.