

NOTICE OF VACANCY
UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit

POSITION TITLE: Graduate Secretary

CLASSIFICATION: '6'

DEPARTMENT: Mathematics & Statistics

RATE OF PAY: As per schedule 'A' - C.A.W. 2458 FT Collective Agreement

HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm

PRIMARY RESPONSIBILITY:

The Graduate Program Secretary is responsible for supporting the efficient operations of the Department by performing administrative and secretarial duties for the Graduate Program(s) and Graduate Program Directors, and in general for the faculty, sessional instructors, and students.

SUMMARY OF DUTIES:

1. Responsible for coordinating the assembly, analysis, and processing of potential applicants for the Graduate Chair.
2. Responsible for tracking student funding and scholarship applications for graduate students and subsequently preparing forms for approval, processing scholarship funds and preparing cheque requisitions.
3. Prepares the contracts and maintains the database for information pertaining to Masters and PhD students.
4. Responsible for the preparation of students' defense materials and ensuring accuracy throughout the process.
5. Assists the Graduate Program Chair and the Department Head with recruitment related activities.
6. Acts as the recording secretary for the Graduate program Committee.
7. Updates the departmental web page with information regarding student success within the Department.
8. Provides overall administrative support to the Graduate Program Chair and Department Head as required.
9. Other duties as required.

ESSENTIAL QUALIFICATIONS:

The successful candidate will have excellent communication and interpersonal skills in particular as it relates to interactions with students. The successful candidate will also have excellent organizational skills, as well as a high degree of tact and confidentiality. A familiarity with the SIS registrar system and other database management system(s) is required, as is a proficiency in the use of MS Word, MS Excel, email, and the internet; and 40 NWPM typing. The successful candidate will have the ability to work with minimum supervision. Knowledge of the University and Department policies and procedures (including the GA/TA collective agreement and the University Calendar) as they relate to graduate student matters is necessary. The successful candidate will also have experience with web page development and maintenance experience otherwise a willingness to complete and demonstrate competency in web based training prior to the completion of the probationary period.

PREFERRED QUALIFICATIONS:

Excellent attendance record.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Basic Level), Excel (Basic Level).

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING IT TO:

employment@uwindsor.ca
DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:
Friday, January 11, 2013 - 4 p.m.

The 'Application for Transfer' form can be obtained in the Department of Human Resources

2013-FT-01