

## NOTICE OF VACANCY

### UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit

**POSITION TITLE:** Graduate and Professional Applicant Services Specialist

**CLASSIFICATION:** '7'

**DEPARTMENT:** Office of the Registrar

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

**HOURS OF WORK:** Monday to Friday, 8:30AM to 4:30PM

**PRIMARY RESPONSIBILITY:**

Reporting to the Manager - Professional and Graduate Studies, the Graduate and Professional Applicant Services Specialist is accountable for providing secretarial and administrative assistance for functions related to: the processing of student applications to the Faculties of Law and Graduate Studies; the provision of admissions information to all applicants to the University and the maintenance of academic records in the Faculty of Graduate Studies and Research.

**SUMMARY OF DUTIES:**

1. Provide to all applicants (Graduate and Law) appropriate admissions procedural and policy information.
2. Provide to AAUs accurate and comparative information on accreditation of post-secondary systems.
3. For applicants to the Faculties of Law and Graduate Studies, receive all incoming documents, enter same on admissions system and track applicant files to completion. Communicate with applicants as appropriate.
4. Distribute complete files to appropriate Admissions Committees for evaluation. Through appropriate follow-up, ensure that such decisions are made in a timely manner.
5. Maintain student records through the entry of admissions, academic, and biographic information on the student record system.
6. Process first-year Law registrations.
7. Monitor academic records of graduate students including registration status each semester.
8. Perform miscellaneous duties as assigned as part of the Registrar's Office.

**ESSENTIAL QUALIFICATIONS:**

Excellent organizational skills; good oral and written communication skills; excellent initiative, attention to detail and interpersonal skills including working with the public and students; ability to work professionally with confidential material; high degree of tact and work independently; significant on-line data entry experience in a multi-tasking environment; working knowledge in WordPerfect 8.0 and Microsoft Office Word; Typing 40 NWPM.

**PREFERRED QUALIFICATIONS:**

Previous experience with student record system and university degree. General knowledge of admissions policies. Good attendance record.

**THE FOLLOWING TESTS WILL BE ADMINISTERED:**

Typing; Microsoft Office Word (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 or  
DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:  
Tuesday, January 22, 2013 - 4 p.m.

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