

NOTICE OF VACANCY

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

POSITION TITLE: GRADUATE SECRETARY
CLASSIFICATION: '6'
DEPARTMENT: Civil and Environmental Engineering
RATE OF PAY: As per schedule 'A' - C.A.W. 2458 Collective Agreement
HOURS OF WORK: 8:30 a.m. to 4:30 p.m. – Monday to Friday

PRIMARY RESPONSIBILITY:

The Graduate Secretary, through administrative and secretarial support, contributes to the overall effectiveness of the Graduate program in the Department of Civil and Environmental Engineering by processing applications of graduate students to our program and remaining proactive regarding the students from initial inquiries, through the application process and once accepted and admitted through to graduation. The Graduate Secretary is responsible for the processing of applications for GA requests, RA forms, Visiting Scholars and Post-Doctoral Fellowships. The incumbent collects and handles scholarship recommendations for reporting purposes. The incumbent also performs as a backup secretary for the Head of the Department.

SUMMARY OF DUTIES:

1. Maintains and manages records needed to evaluate the Departmental Graduate programs and the progress of the students.
2. Processes, develops and prepares reports of student files; tracks progress through program and reports on the status of students to supervisors and head.
3. Keeps students and faculty informed of various scholarships, conditions of admission, and other information relating to graduate student information on campus and other services available.
4. Functions as the front-line for students inquiring about our graduate programs and handles student inquiries.
5. Is responsible for processing various applications and for providing a summary sheet to the Graduate Scholarship Committee.
6. Records and distributes minutes of meetings.
7. Co-ordinates and administers Graduate Assistantships and assists in proofreading the graduate calendar.
8. Coordinates information flow between various departments and external agencies.
9. Communicates with a diverse ethnic group and assists in solving problems facing students of various cultural & ethnic backgrounds.
10. Schedules and coordinates seminars, thesis and dissertations as well as scheduling of Graduate courses and booking required equipment are handled by the incumbent.
11. Contributes to the overall effectiveness of the faculty by performance of other duties as required.

ESSENTIAL QUALIFICATIONS:

Excellent organizational skills, ability to meet deadlines, good oral and written communication skills, high level of attention to detail and accuracy; excellent initiative, public relations and interpersonal skills including experience with diversity and issues arising from cultural differences; high degree of tact and confidentiality; working knowledge MS Word, MS Excel, Lotus Notes; typing speed 50 NWPM.

PREFERRED QUALIFICATIONS:

Post-secondary education; familiar with SIS, Faculty of Graduate Studies regulations, University policies and procedures and senate by-laws; and knowledge of MS Access is preferred. Good attendance record.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Basic Level), MS 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:

DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:

Wednesday, March 6, 2013 - 4 p.m.

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