**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Clerk

**Job Number:** SO-386

**NOC:** 1411

**Band:** 03

**Department:** Graduate Studies

**Supervisor Title:** Manager, Office of the Dean of Graduate Studies

**Last Reviewed:** February 13, 2014

**Job Purpose**

Under the supervision of the Manager, Office of the Dean of Graduate Studies, provides support for the administrative functions of the School of Graduate Studies.

**Key Activities**

1. Assists with the collection, processing, entry of data and communication with students related to applications for admissions, scholarships and bursaries.
2. Matches documents to student files, inputs receipt of documents into Colleague.
3. Assembles student files.
4. Files, organizes binders and assorted paperwork.
5. Photocopies as necessary.
6. Other duties, as required.

**Analytical Reasoning**

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

**Decision Making**

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

**Impact**

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

**Education**

Secondary School Diploma; some university experience desirable.

**Experience Required**

* One year of related experience.
* Ability to organize and establish priorities essential.
* Experience in word processing desired; experience in use of on-line computer system preferred.
* Excellent interpersonal skills; demonstrated ability to handle work under stress with accuracy and diplomacy.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals.*

Internal

External

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental

Physical

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

Physical

Psychological