**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Administrative Assistant

**Job Number:** SO-413

**NOC:** 1241

**Band:** 5

**Department:** Applied Modelling & Quantitative Methods Graduate Program

**Supervisor Title:** Director, Applied Modelling & Quantitative Methods Graduate

Program

**Last Reviewed:** January 20, 2017

**Job Purpose**

Under general direction and with minimum supervision provides administrative support to the Director of the Applied Modelling & Quantitative Methods Graduate Programs, the graduate faculty, graduate students, graduate teaching assistants (GTAs) and prospective students.

**Key Activities**

1. Receptionist for the graduate program including receiving and screening incoming calls and visitors, answering inquiries and directing requests for appointments. Responds to students’ questions regarding application, admission and program requirements.
2. Provides administrative services to the Graduate Program Director, graduate faculty, GTA’s, Liaises with the School of Graduate Studies Office. Maintains office supplies and copy cards for the program.
3. Aids Director with the development of new policies and procedures for the Applied Modelling & Quantitative Methods program. Maintains filing systems.
4. Coordinate applications with the School of Graduate Studies office, including preparing a summary for the Graduate Director, placing the applicant’s files on the Shared Drive, assisting Graduate Director with program admissions, and sending recommendations for admissions to the School of Graduate Studies Office. Coordinate with the School Graduate Studies Office acceptances and rejections and mailing of letters.
5. Coordinate course scheduling, room bookings and registration. Responsible for ensuring students are registered each term, including monitoring enrolment, leaves of absences, etc.
6. Maintains students’ confidential files and academic records including monitoring marks, supervisory committee assignments, and progress reports.
7. Provides administrative services to graduate students including requesting keys, mailbox, arranging for office space.
8. Orients new graduate students, both by organizing an orientation session and individually as necessary.
9. Counsel graduate students on program matters and notify director of potential problems.
10. Tracks funding eligibility for graduate students including entrance scholarships, ensuring stipend forms are completed for graduate students as required, ensuring submission of forms for GTAships; RFA's, etc.
11. Maintains files of Graduate, Adjunct and Special graduate faculty for the program.
12. In collaboration with the Graduate Director, makes changes to and submits the graduate calendar copy for the Applied Modelling & Quantitative Methods program.
13. Maintains graduate program operating budget, the graduate student overhead budget and the library acquisitions budget. Acts as purchasing agent for both graduate faculty and students. Advises the Director of budgetary expenses.
14. Tracking of graduate student information, including supervisory committees, committee meeting dates, etc. using colleague/graduate student database and keeps alumni database (addresses, employment, etc.).
15. Coordinate thesis defenses, including making arrangements for examiners, scheduling and advertising the exit seminar and the defense, and ensuring all required forms are filed with the School of Graduate Studies.
16. Responsible for ensuring progress reports are submitted annually for all graduate students; this requires liaising with all graduate supervisors to ensure completion of forms.
17. Ensuring students are aware of course offerings; responsible for room bookings and schedule maintenance of graduate courses.
18. Prepares and assists in design and revisions of graduate posters, brochures, etc. for promotional purposes and recruitment fairs.
19. Assists with the creation and revision of the program handbook.
20. Maintains and updates the graduate program website including design and creation as required.
21. Assists the director with advertising and arrangements for colloquiums, visiting speakers, seminar series, etc. for the graduate program.
22. Provides support for program committee meetings, including scheduling, and dissemination of the minutes
23. Coordinates graduate faculty applications.
24. Supervise a work study student to assist in the office.
25. Undertakes other office duties and tasks as requested by the Director of the Applied Modelling & Quantitative Methods Graduate Program.

**Education**

College Diploma (2 year) in Business/Administrative Professional Program required.

**Experience Required**

* Two years of general experience and one year of directly-related secretarial office experience required.
* Computer knowledge and experience necessary. Experience using Excel and Word required.
* Excellent interpersonal and communication skills; comfortable working closely with faculty and graduate students.
* Excellent organizational skills and demonstrated ability to take initiative are essential; must be able to work independently.
* Website training or experience in design, development, and/or maintenance an asset.
* Some knowledge of Trent University and Trent’s Graduate Programs a definite asset