

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00563	Pay Grade:	8
JD Title:	Coordinator, Graduate Student Recruitment, Retention, and Diversity	JD FTE Hours:	35
Job Family:	Program		

General Description

Responsible for the development and administration of programs in support of the graduate student community through initiatives promoting diversity, internationalization, mentorship, and outreach within the local and broader community.

Representative Duties & Responsibilities

- Develop, coordinate, and implement a variety of programs and initiatives designed to improve and enhance the quality of graduate student life.
- Oversee the administration of programs in support of the graduate student community through initiatives promoting diversity, internationalization, mentorship, and outreach within the local and the broader community.
- Coordinate the development and delivery of programs and initiatives to promote undergraduate research opportunities within the School of Graduate Studies.
- Liaise with internal and external departments and agencies to identify and provide opportunities for graduate students to volunteer, contribute, and provide value to the local and the broader community.
- Cultivate and maintain partnerships with community organizations.
- Develop and implement best practices for student services including, but not limited to, graduate housing, student exchanges, family support, leadership, and community engagement.
- Writes business plans for new programs and initiatives and draft memorandums of understanding for program partnerships.
- Develop estimates of time, resources, and budgets for various program activities and events.
- Develop the program budget for review and approval.
- Implement and maintain the program budget. Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Develop and maintain University wide diversity and outreach website for graduate students.
- Develop, maintain, and deliver diversity training and orientation programs for graduate students.
- Research graduate student diversity issues and act as a resource for internal and external departments.
- Network and support mentorship opportunities to connect graduate students with mentors.
- Promote and facilitate the delivery of the Certificate in Leadership and Community Engagement.
- Provide advice and recommendations to others regarding immigration issues including, but not limited to, student visas, work permits, health coverage, and obtaining permanent resident status.
- Participate in the implementation and promotion of international exchange agreements and exchange programs.
- Coordinate and host annual events and workshops in support of graduate students.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.
- Provide orientation and show procedures to others.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents such as correspondence and forms, and inputting data into a spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Overseeing the administration of programs in support of the graduate student community through initiatives promoting diversity, internationalization, mentorship, and outreach within the local and the broader community.
 - Liaising with internal and external departments and agencies to identify and provide opportunities for graduate students to volunteer, contribute, and provide value to the local and the broader community.
 - Developing the program budget for review and approval.
 - Implementing and maintaining the program budget. Creating financial projections and making adjustments to the program budget throughout the fiscal year.
 - Providing advice and recommendations to others regarding immigration issues including, but not limited to, student visas, work permits, health coverage, and obtaining permanent resident status.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Developing a variety of programs and initiatives designed to improve and enhance the quality of graduate student life.
 - Developing best practices for student services including, but not limited to, graduate housing, student exchanges, family support, leadership, and community engagement.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD Title:	Coordinator, Graduate Student Recruitment, Retention, and Diversity	Total Points:	505
Job Family:	Program		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.5	94
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.5	80
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5