

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 #:	JD00108	Pay Grade:	6
JD Title:	Graduate Officer	JD FTE Hours:	35
Job Family:	Registrar		

General Description

Responsible for coordinating the admissions process for programs within the department. Reviews and summarizes applicant files for committee acceptance decisions. Provides program information and general assistance to prospective students and applicants.

Representative Duties & Responsibilities

- Plan, coordinate, and organize admission procedures for students applying to departmental programs.
- Monitor admissions and prepare forecasts of returning students to determine if enrolment targets will be met.
- Review and evaluate applications to ensure academic requirements and pre-requisites have been met.
- Ensure all applications are complete and prepare admissions files for distribution and rating.
- Inform prospective students and applicants of the application process, procedures, academic and program requirements, program suitability, and potential eligibility for admission.
- Provide information, answer questions, and discuss academic interests with applicants.
- Engage potential applicants in discussions at recruitment events.
- Provide information to international applicants on the academic criteria required from their country of origin.
- Deal with applicants who are not qualified for admission and explain the application process and offer viable alternatives without discouraging the applicant from applying to other programs.
- Write responses to prospective students regarding their applications, which consists of offer letters to successful applicants and refusal letters to individuals who do not meet admissions requirements.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Monitor budgets and reconcile accounts. Complete financial forms including, but not limited to, travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Monitor student status' and review registrations for accuracy.
- Review student records to ensure that they have met the degree requirements specified for degree completion and convocation.
- Update material included in department brochures, websites, and other informational material.
- Compile admissions and completion statistics for various internal and external reports.
- Ensure accuracy and uniformity of materials sent to applicants throughout the admission cycle by monitoring information including email communications and comprehensive packages that are mailed and couriered during the acknowledgment, offer, and confirmation stages of the admission process.
- Ensure adherence to relevant policies and procedures including those surrounding admission procedures and exam processes.
- Work with faculty instructors to coordinate the online registration for courses which involves determining the prerequisites and limited enrolment functions for each course offered.
- Coordinate and organize the PhD comprehensive exam process.
- Address extenuating circumstances regarding medical documentation from students' physicians for accommodations, extensions, or deferments.
- Review documents for forged transcripts and falsified reference letters and maintain a list of fraudulent applications.
- Assign each new student to a faculty supervisor.
- Process graduate student scholarship information in collaboration with the School of Graduate Studies and program scholarship committee members.

Representative Duties & Responsibilities

- Determine initial funding in the form of an annual student stipend and initiate the payment authorization process.
- Input financial information required to process payroll.
- Update and maintain information in databases.
- Review transcripts from domestic and international universities and use existing documentation to convert grades to the comparable University standards.
- Calculate domestic and international student grade point averages.
- Calculate the initial sources of funding required to make up each student's annual stipend or salary.
- Obtain information from the Office of International Affairs regarding foreign applicants.
- Arrange and attend admission's committee meetings.
- Maintain and ensure the confidentiality of student admissions records and committee files.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.

Qualifications

- 2 year Community College diploma in Office Administration, or related field.
- Requires 4 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 database 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, filing documents, word processing routine documents such as correspondence and forms, and inputting data into a spreadsheet.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Planning, coordinating, and organizing admission procedures for students applying to departmental programs.
 - Monitoring admissions and preparing forecasts of returning students to determine if enrolment targets will be met.
 - Reviewing and evaluating applications to ensure academic requirements and pre-requisites have been met.
 - Ensuring all applications are complete and preparing admissions files for distribution and rating.
 - Informing prospective students and applicants of the application process, procedures, academic and program requirements, program suitability, and potential eligibility for admission.
 - Providing information, answering questions, and discussing academic interests with applicants.
- Elements of high mental effort are not a regular feature of this job.

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 deals with 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 #:	JD00108	Pay Grade:	6
JD Title:	Graduate Officer	Total Points:	419
Job Family:	Registrar		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	D3	60
	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	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5