

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 #:	JD00418	Pay Grade:	5
JD Title:	Thesis Coordinator and Admissions Assistant	JD FTE Hours:	35
Job Family:	Registrar		

General Description

Responsible for the coordination and administration of the thesis defence process for all Ph.D. students and coordinating the final submission process for all graduate students. Assists with reviewing admission files to ensure that they are complete and meet the minimum academic requirements of the program. Codes admissions files and responds to routine inquiries.

Representative Duties & Responsibilities

- Review admission files for completion to ensure applicants meet established minimum requirements and follow-up with departments for additional information or clarification.
- Review transcripts from domestic and international universities and use existing documentation to convert grades to the comparable University standards.
- Inform prospective students and applicants of application processes and procedures, and academic and program requirements.
- Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Coordinate Ph.D. thesis defences which includes setting and communicating dates and timelines, soliciting participation from internal and external examiners, providing supporting documentation and instruction to participating faculty members, external faculty participants, and Ph.D. candidates.
- Coordinate the location and secure the space required for various meetings, workshops, and events.
- Arrange and reserve accommodation, catering and audio visual needs as required for various events.
- Provide technical support for all audio visual equipment and software required for thesis defence meetings.
- Responsible for the annual review and update of all thesis defence processes and procedures and provide this information to faculty, staff, and graduate students.
- Liaise with faculty including department Chairs and Associate Deans to ensure compliance with University and School of Graduate Studies policies and procedures at all stages of the defence process.
- Liaise with software vendors and the University Library to ensure compliance with University standards and regulations for online thesis submissions.
- Monitor the front end of the Graduate Studies online Thesis Defence System and provide training to all stakeholders.
- In consultation with the Associate Registrar and Graduate Secretary, set all academic year dates and deadlines for thesis requirements.
- Review the final submission of Master's and Ph.D. theses and ensure all requirements are fulfilled.
- Ensure that dissertations containing privileged information are released in accordance with established policies and procedures.
- Facilitate workshops throughout the year for all graduate students and administrative staff regarding various aspects of the defence process.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Plan the annual appreciation event for faculty members who have volunteered their time in Ph.D. defences.
- Update, maintain, and verify information in a variety of databases and spreadsheets.
- Update and maintain content on the department website.
- Remain current with changes to admission requirements and program prerequisites.
- Maintain and safeguard confidential information including examiner reports.

Supervision

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

Qualifications

- 2 year Community College diploma in Office Administration or related field.
- 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 and enter data into databases and 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 consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Reviewing admission files for completion to ensure applicants meet established minimum requirements and following up with departments for additional information or clarification.
 - Reviewing transcripts from domestic and international universities and use existing documentation to convert grades to the comparable University standards.
 - Informing prospective students and applicants of application processes and procedures, and academic and program requirements.
 - Coordinating Ph.D. thesis defences.
- A typical work day occasionally requires high mental effort for activities such as:
 - Facilitating workshops.

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 from multiple sources.

Health & Safety:

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

Job Description Rating Sheet

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JD #:	JD00418	Pay Grade:	5
JD Title:	Thesis Coordinator and Admissions Assistant	Total Points:	393
Job Family:	Registrar		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.5	31
	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	2.0	33
	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