



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 #:	JD00674	Pay Grade:	6
JD Title:	Graduate Program Associate	JD FTE Hours:	35
Job Family:	Registrar		

General Description

Responsible for providing administrative support for Health Sciences Graduate Studies. Plans and coordinates a variety of academic program and department events and activities. Liaises with Inter-Faculty Health Sciences programs to ensure that they are adhering to existing policies, procedures, and curriculum requirements. Serves as a primary resource regarding administrative issues for Health Sciences Graduate Studies.

Representative Duties & Responsibilities

- Liaise with Inter-Faculty Health Sciences programs to ensure that they are receiving the administrative support required from Health Sciences Graduate Studies.
- Identify and analyze problems with graduate Inter-Faculty programs and prepare recommendations for review and approval.
- Investigate questions and resolve problems concerning Inter-Faculty programs, curriculum, and admissions.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Facilitate the course and faculty evaluation process for all Health Sciences preceptors and students.
- Compile evaluation results and bring negative evaluations forward for review.
- Create, update, and maintain an electronic filing system to store evaluations which can be used for Tenure and Promotion or Faculty Development.
- Interpret and communicate applicable policies, procedures and guidelines to others.
- Collect and analyze enrolment data and prepare statistical and analytical reports for review by others which requires working with the Office of Research and Analysis and having extensive knowledge of information in the Graduate Calendar, the Ontario Council on Graduate Studies, and the Ministry of Training, Colleges and Universities.
- Plan and coordinate a variety of events and activities such as seminars, tutorials, and other learning and research initiatives.
- Update, maintain, and troubleshoot issues with the Health Sciences Graduate Programs database.
- Deliver a variety of academic program and department presentations.
- Train others on the use of the Health Sciences Graduate Programs database.
- Write a variety of documents including, but not limited to, correspondence, reports, marketing materials, and meeting minutes.
- Monitor budgets and reconcile accounts, complete financial forms including travel expense reports, advances and electronic cheque requisitions, purchase orders and journal entries.
- Answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Act as liaison between faculty, staff and students to ensure the timely communication of information.
- Update and maintain information and content on departmental websites and social networks.
- Update and maintain confidential files and records. Handle sensitive material in accordance with established policies.
- Update, maintain, and verify information in a variety of databases and spreadsheets.
- Attend and participate in a variety of meetings.
- Set up and maintain filing systems, both electronic and hard copy.

Supervision

- Provide direction to others in how to carry out work tasks.

Qualifications

- 2 year Community College diploma in Office Administration or related 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 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:
 - Identifying and analyzing problems with graduate Inter-Faculty programs and preparing recommendations for review and approval.
 - Investigating questions and resolving problems concerning Inter-Faculty programs, curriculum, and admissions.
 - Collecting, analyzing, assessing, and summarizing information relevant to the decision making process and developing recommendations for final approval and implementation.
 - Liaising with Inter-Faculty Health Sciences programs to ensure that they are receiving the administrative support required from Health Sciences Graduate Studies.
 - Interpreting and communicating applicable policies, procedures and guidelines to others.
 - Collecting and analyzing enrolment data and preparing statistical and analytical reports for review by others.
- 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 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 #:	JD00674	Pay Grade:	6
JD Title:	Graduate Program Associate	Total Points:	413
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	3.0	39
	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