

## Job Description

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<b>Job Title:</b>	Research and Graduate Studies Assistant
<b>Department:</b>	Mathematics Graduate Office, Faculty of Mathematics
<b>Reports To:</b>	Administrative Manager
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	June 1, 2017

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### **Primary Purpose**

Reporting to the Administrative Manager, this position is responsible for providing research and operational support to the Graduate Studies and Research Office in Faculty of Mathematics. Specifically, the position provides support to the Associate Dean of Research; oversees Faculty Research Awards and Grants; supports the Graduate Studies office through Coordination of PhD Thesis Defenses/Oral Dissertations; provides administrative and research support for new projects within Math Graduate Office (MGO); coordinates MGO finances; and assists with event management.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

**Provide research and operational support to the Associate Dean of Research (ADR). Such support may include, but is not limited to:**

- Research and report on available opportunities for funding
- Provide background policy research on granting agencies
- Develop reports suitable for presentation by ADR
- Provide administrative support to the ADR in preparation for Senate Graduate and Research Council
- Coordinate the process and procedures for the flow and review of research applications within MGO
- Facilitate and disseminate timely responses for ongoing research issues affecting the Faculty of Math under direction from ADR
- coordinate and support committees associated with Graduate Studies and Research such as but not limited to Graduate Studies Research, Honorary Degree Committee, Academic Discipline Committee and Research Advisory Committee
- maintain up to date information on SharePoint site regarding Graduate Studies and Research information
- serve as backup to the roles and responsibilities of the Graduate and Research Coordinator

**Oversee Faculty Research Awards and Grants:**

- Coordinate and track research awards and grants nominations and ensure receipt by GSO for processing
- Develop and maintain clear records of funding for research awards and grants and their winners
- Provide information, reports, and functional guidance to ADR on research awards and grants
- Review and organize all nominations for ADR's final review and decision
- Communicate with department administrators on award and grant status and funding
- Provide budget and planning information to ADR and Faculty Financial Officer

**Coordination of Master's Defenses and PhD Thesis Defenses/Oral Dissertations:**

- Provide administrative coordination, working with the department Graduate Coordinators, related to Master's Defenses
- Provide full administrative coordination related to PhD thesis defenses/oral dissertations
- Update and distribute faculty/department thesis guidelines
- Clearly and accurately communicate with students and staff regarding regulations and timelines for submission of PhD thesis defenses/oral dissertations

## Job Description



<ul style="list-style-type: none"><li>• Coordinate all logistics related to PhD thesis defenses such as booking rooms for the defense, preparing, distributing and posting notices of defense, checking student's record for completion of degree requirements, monitoring electronic thesis submission, and after student has successfully completed research paper and uploaded thesis to UW Space, submitting completed Intent to Graduate/Degree Completion form with final transcript to the GSO</li><li>• Responsible for full process of document preparation and retention of records for each PhD candidate, including maintaining all PhD files for record keeping and storage/archiving after each convocation</li><li>• Correspond with the PhD oral defense examiners, ensuring that full information and instructions relative to the pending PhD thesis defenses has been provided clearly and that the examiner is aware of the regulations and procedures for the defense</li><li>• Maintain the Faculty of Math list of Approved Doctoral Dissertation Supervisors (ADDS) status. This involves informing departments and faculty of procedures, processing new requests, and updating adjunct and cross-appointed faculty listings</li><li>• Update procedures as needed to manage high volume of work and effectively communicate changes to Department Coordinators, Associate Chairs and the Graduate Studies Office</li><li>• Update and maintain Math Graduate Office SharePoint site for all Office of Research and PhD related information</li></ul>
<p><b>Provide administrative and research support for new projects within MGO. Such support may include, but is not limited to:</b></p> <ul style="list-style-type: none"><li>• Research and report on requested project information</li><li>• Develop and record metrics used to measure success of various initiatives</li><li>• Assist with initiative of the Data Science program</li></ul>
<p><b>Financial Management responsibilities:</b></p> <ul style="list-style-type: none"><li>• Accountable for overseeing MGO operating budget, including but not limited to, monitoring expenditures against budget, resolving issues, and processing travel claims</li><li>• Assist the Associate Dean, Research and Associate Dean, Graduate Studies with budget development</li><li>• Make purchases of supplies and small office equipment for MGO</li><li>• Reconciles MGO financial statements each month</li></ul>
<p><b>Assist with event management, as needed, including but not limited to the following:</b></p> <ul style="list-style-type: none"><li>• Plan, organize and execute Faculty wide events such as Graduate Orientation Day with Graduate and Research Coordinator</li><li>• Plan, organize, and execute events with prospective graduate students to attract top students to Math graduate programs with Graduate and Research Coordinator</li></ul>

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• Post-secondary education or an equivalent combination of education and experience.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• 3+ years administrative experience of which 1+ year must be in an academic environment.</li><li>• Familiarity of graduate studies at University of Waterloo is an asset</li><li>• Experience conducting research and producing reports for senior management</li><li>• Experience supporting senior management on special projects</li><li>• Financial experience with expenditures and reconciliations</li><li>• Experience with creating and managing shared electronic communications sites such as SharePoint</li><li>• Experience working with multi-level stakeholders and multiple departments and communicating and disseminating information accurately and clearly in a timely manner</li><li>• Experience managing awards, grants and scholarships</li><li>• Experience with event management</li><li>• Experience maintaining webpages</li><li>• Experience with online student information systems and associated queries</li></ul>

## Job Description

- Knowledge of the University's policies, procedures and operating requirements

### **Knowledge/Skills/Abilities**

- Excellent communication skills, both verbal and written
- A high degree of organizational skill, interpersonal acumen and problem solving ability is required to provide oversight in balancing multiple priorities and deadlines
- Ability to trouble shoot and problem solve independently as well as part of a team
- Ability to analyze situation and issues in an anticipatory environment
- Intermediate to advanced experience with MS Excel including databases and pivot tables
- Intermediate to advanced experience using SharePoint, OnBase, and Quest, including entering and reviewing data and generating reports

## **Nature and Scope**

### **Contacts:**

Internally makes contacts with the following groups to discuss and present information and issues:

- Associate Deans
- Graduate Studies Office
- Other Faculty Graduate Coordinators
- Office of Research
- Associate Chairs/Directors in departments/schools and graduate coordinators/graduate officers
- Faculty Financial Officer
- Administrative Manager
- Graduate students
- Secretariat

Externally makes contacts with partner or potential partner organizations to discuss and present information and issues:

- Event providers/contacts
- Prospective students
- Counterparts at other universities
- Government agencies
- Business personnel for travel and accommodations

**Level of Responsibility:** The position has specialized work with minimal supervision; functional oversight of MGO finances; works closely with Graduate Research Coordinator; provides guidance to PhD students and department graduate coordinators

**Decision-Making Authority:** Makes independent decisions whether to handle inquiries and/or resolve issues, or to redirect as appropriate; makes decisions about communication medium to be used for specific messaging; makes decisions about how to record decisions so that precedents are established and followed consistently; upon learning of a change to a policy/guideline, make decisions as to who needs to be informed and when; makes decisions about financial allocations and expenditures.

**Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.

**Working Environment:** Travel – none; Working hours: Regular working hours, occasional evening/weekend work required for events. 35 hours/week; Risks – Physical and psychological - Minimal exposure to disagreeable conditions typical of a client service/office position.