Job Description

Job Title:	Graduate Studies Coordinator
Department:	Mathematics Graduate Office
Reports To:	Graduate Studies Supervisor
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 2021

Primary Purpose

Reporting to the Graduate Studies Supervisor, the primary focus of the Graduate Studies Coordinator will be to provide support to the Mathematics Graduate Office and Graduate Studies and Postdoctoral Affairs (GSPA) by coordinating the Master's and PhD Thesis Defences/Oral Dissertations process. The Graduate Studies Coordinator is responsible for providing administrative support to the Mathematics Graduate Associate Dean, Graduate Studies (ADG) and the Mathematics Graduate Office (MGO). This role will also assist with the support and execution of graduate events.

Key Accountabilities

1. Coordination of Master's Defences and PhD Thesis Defenses/Oral Dissertations:

- Provide full administrative coordination related to PhD thesis defences/oral dissertations.
- Provide administrative coordination, working with the department graduate coordinators, related to Master's defences.
- Update, maintain, and distribute faculty/department thesis guidelines to departmental graduate coordinators, associate chairs, graduate officers, and provide training, as needed.
- Clearly and accurately communicate with graduate students, staff, and faculty regarding regulations and timelines for submission of PhD thesis defences/oral dissertations.
- Coordinate all logistics related to PhD thesis defences, such as preparing and distributing notices of defences, monitoring electronic thesis submissions, and submitting the Thesis Acceptance Form to GSPA.
- Maintain and update the PhD Defence Dashboard to ensure the clear tracking of all steps of the PhD thesis process from start to completion.
- 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 convocation.
- Act as the exclusive contact with the External Examiner (EE) during the PhD defence process, and ensures all documentation is received, and coordinates participation.
- Correspond with the PhD oral defence committee members, ensuring that correct information and instructions relative to the pending PhD thesis defence has been provided clearly, and that the members are aware of the regulations and procedures for the defence.
- Arrange the remote access for the committee members for the PhD defence, including: contacting IST, MFCF or CSCF to coordinate which platform that the student and supervisor has chosen to use for the defence, and arrange a test run to ensure that all members have proper access prior to the defence.

- Communicate with all committee members, following the defence, to ensure the Chair Report and PhD Thesis Examination form is received, and collect all email approvals in lieu of signatures when necessary.
- Work with the supervisor(s) to confirm that the student has completed and finalized all necessary changes the thesis, after the defence, and ensure that the ADG has approved before uploading to the GSPA Records SharePoint site.

2. Provide administrative support to the Associate Dean, Graduate Studies (ADG) and the Math Graduate Office (MGO). Such support may include, but is not limited to:

- Respond and prioritize all incoming inquiries and responses to the Math Graduate Office general email inbox and in-person inquiries, in collaboration with the Graduate Studies Supervisor.
- Provide administrative support to the ADG for any administrative tasks, including: calendar management, meeting preparation, meeting scheduling, and taking meeting minutes/notes, as needed.
- Coordinate any academic and program changes and provide administrative support to the Math Faculty Graduate Studies Committee (MFGSC), including: meeting scheduling, agenda preparation, taking minutes, maintaining membership list, and updating the MFGSC SharePoint site.
- Maintain the Faculty of Mathematics SharePoint list of faculty members with Approved Doctoral Dissertation Supervisors (ADDS) status, including: informing departments and faculty of procedures, processing new requests, updating adjunct and cross-appointed faculty listings, and making SharePoint updates.
- Coordinate and execute the election process for graduate student representatives on various committees on behalf of the Faculty of Mathematics.
- Assist with the development of any new programs and initiatives for Teaching Assistants (TA), and monitor completion to ensure that each TA has completed the mandatory training.
- Responsible for coordinating administrative processes related to co-tutelle agreements.
- Serve as a backup to specific responsibilities of Graduate Studies Supervisor, including: ensuring scholarships disbursement and tracking, and admission review and approval.
- Review faculty forms submitted by departments to the SharePoint site for the ADG's signature, and ensure that all information is correct and accurate before uploading to the GSPA for further processing.
- Collect faculty extensions for ADG approval and tracking, and ensure SharePoint site is updated with all extension paperwork each term.
- Update the procedures, as needed, to manage a high volume of work and effectively communicate changes to departmental graduate coordinators, associate chairs, and GSPA.
- Assists with training of new department grad coordinators and officers on MGO processes and procedures.
- Maintain the MGO website with current and accurate information.

3. Assist with graduate event management, as needed, including but not limited to the following:

- Collaborate with the Events Manager and/or Recruitment Engagement Officer to assist with the planning, organization, and execution of events with math graduate students.
- Assist with the coordination of in-person graduate events (e.g., agenda, location, managing presenter/speaker/attendee details and requirements, registrations, conference/meeting materials, travel arrangements and bookings, and all related logistics).
- Assist with the management of virtual events and meetings (e.g., agenda, presenter/speaker/attendee details and requirements, registrations, setting up events, running

video and interactive content, monitoring live chats, and offering technical support to participants, as needed).
- Coordinate volunteers for events, as needed.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education
- Bachelor degree or equivalent combination of education and experience.

Experience
- 2+ years administrative experience, with preference given to those with experience in an academic environment.
- Familiarity of graduate studies at University of Waterloo is an asset.

Knowledge/Skills/Abilities
- Experience working with multi-level stakeholders and multiple departments and communicating and disseminating information accurately and clearly in a timely manner.
- Intermediate to advanced experience using SharePoint, OnBase, and Quest, including entering and reviewing data and generating reports, would be considered an asset.
- Ability to maintain webpages and experience with WCMS would be considered an asset.
- Knowledge of the University's policies, procedures, and operating requirements.
- 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.
- Experience managing awards, grants and scholarships, would be an asset.
- Demonstrated experience coordinating and assisting with the planning and execution of both in-person and virtual events, and using virtual event platforms such as Zoom, MS Teams, Hopin, would be considered an asset.

Nature and Scope

Contacts: Internally makes contacts with the following groups to discuss and present information and issues:
- Associate Deans
- Graduate Studies and Postdoctoral Affairs
- Other Faculty Graduate Coordinators
- Office of Research
- Associate Chairs/Directors in departments/schools and graduate coordinators/graduate officers
- Faculty Financial Officer
- Graduate students
- Secretariat

Externally makes contacts with partner or potential partner organizations to discuss and present information and issues:
- Event providers/contacts

- External Examiners at other institutions
- Prospective students
- Counterparts at other universities
- Government agencies

- **Level of Responsibility:** The position has specialized work with minimal supervision; functional oversight of works closely with Graduate Studies Supervisor; 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.