Job Description

**Job Title:** Coordinator of Graduate Studies and Research

**Department:** School of Architecture

**Reports To:** Academic Administrative Manager

**Jobs Reporting:** None

**Salary Grade:** USG 6

**Effective Date:** August 2017

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**Primary Purpose**
The Coordinator of Graduate Studies and Research (CGSR) manages the operations of the graduate program and supports the research activities of students and faculty in the School of Architecture. He/she works with the Associate Director-Graduate in establishing and applying academic regulations, allocating space in the graduate offices, overseeing the recruitment and admissions process, maintaining student records, tracking student progress, supporting student scholarships/awards and research funding and advising graduate students. The CGSR supports the Architecture faculty with regards to graduate supervision, graduate policies and procedures and other administrative matters. He/she is responsible to the Graduate Officers and Academic Administrative Manager for all matters concerning graduate students and administrative work.

Located in Galt City Centre of Cambridge (30 km south of the main campus), the School of Architecture offers a program leading to an accredited professional degree. The program has two components, a four year Honours Bachelor of Architecture Studies (BAS), and a one year professional Master of Architecture. The two degrees combined constitute the professional program accredited by the Canadian Architectural Certification Board. The CGSR oversees the admission to and progress through the graduate program of students ensuring that they all meet graduation requirements. He/she is responsible for students from their application to the Master of Architecture program to their graduation from a thesis-based graduate program that promotes the independence and professional development of every student.

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**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.*

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**Graduate Student Support**

- Promote existing main campus and off campus graduate student services to Architecture students
- Provide first contact support to graduate students in crisis, offering resources and engage counselling services as required
- Responsible for academic advisement in conjunction with Graduate Officers
- Provide graduate admissions information and advisement for UWSA undergrad students
- Provide information on transition, transfer credit assessment, academic discipline, academic progress, petitions and escalations for all graduate students
- Qualifying program administration and advisement for International and non-UW applicants
- Part-time non-degree student administration and advisement
- Graduate teaching assistantship application process, supervision and allocation
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- Track and analyze milestones
- Initiate conversations to encourage student/faculty engagement

#### Administrative Support
- Work in collaboration with faculty members to assign teaching assistants
- Provide feedback on curriculum assessment and recommendations
- Manage graduate student events
- Plan and execute graduate information seminars engaging all necessary internal contacts for support
- Procurement and manage budget recommendations for Graduate Studies and events
- Reports-surveys, department of self-study and statistics relevant to graduate studies
- Assist in space allocation with the school
- Ensure compliance of curriculum with CACB
- Maintain Graduate Handbook
- Communicate information via email on a regular basis to graduate body and faculty

#### Recruitment
- Meet and advise UWSA undergrad students regarding M. Architecture admissions
- Liaison with Graduate Studies Office Admission regarding recruitment fairs
- Collaborate with Creative Services and Marketing Manager to establish marketing initiatives for recruitment

#### Admissions
- Responsible for all Graduate admissions
- Provide information and tours for prospective students
- Process all applicant files (acceptances, deferrals and declines)
- Manage applications on the Onbase applications system
- Contact applicants to update information online
- Responsible for completed application submissions via Onbase

#### Research Support
- Maintain a database of granting agencies, record of past and present research support in the School, contact information and forms for grant competitions
- Identifies research opportunities either directly or via the Office or Research and informs appropriate faculty member and students

#### Required Qualifications

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

### Education
- University level Bachelor degree or equivalent experience is required

### Experience
- Excellent communication (oral and written), interpersonal and organizational skills required
- Knowledge of the UW policies and procedures related to the recruitment, admissions and graduate programs
- Ability to take initiative, to work independently as a team member in a busy and varied environment
- Proven aptitude for detail and accuracy and ability to manage multiple demands
- Demonstrated ability to adapt to a changing environment and interact effectively with students, staff, and faculty.
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Knowledge/Skills/Abilities

- Microsoft Office-Word/Excel/PowerPoint
- Onbase-application and data management system
- SharePoint site; Quest
- MAC operating system

Nature and Scope

- **Contacts:** Internal: School Director, staff and faculty, Engineering Graduate Office, Graduate Studies Office, Registrar’s Office, Waterloo International, Dean of Engineering Office, Office of Development and Alumni Affairs, Co-op, Office of Research, Centre for Teaching Excellence. Finance. HR/Payroll
- **External:** Canadian Architectural Certification Board, Royal Architectural Institute of Canada, Architectural Research Centers Consortium, American Institute for Architects, Ontario Association of Architects

- **Level of Responsibility:** The position has institution wide impact, specialized work with minimal supervision
- **Decision-Making Authority:** Teaching Assistantship allocation and supervision, graduate student payroll; an external reader honorariums
- **Physical and Sensory Demands:** Typical of an administrative support position within an academic office environment
- **Working Environment:** Minimal travel, regular work hours, some evening/weekend work required.