Job Description

**Job Title:** Administrative Coordinator - PhD  
**Department:** Dean of Engineering – Graduate Office  
**Reports To:** Manager, Graduate Operations  
**Jobs Reporting:** None  
**Salary Grade:** USG 6  
**Effective Date:** May 1, 2018

**Primary Purpose**
The Administrative Coordinator, PhD is responsible for supporting the Engineering Graduate Studies Office strategic plan through excellent administrative support. In collaboration with the Associate Dean, Graduate Studies (AD-G) and the Manager, Engineering Graduate Studies Office (M, EGSO) this position is accountable for ensuring the smooth day-to-day, term-to-term, and year-to-year operation of the faculty’s PhD graduate degree programs by advising graduate departments with PhD programs, faculty, and PhD students on regulatory and procedural matters pertaining to deadlines and policy associated with the PhD comprehensive and defence examinations.

**Key Accountabilities**

**Managing Engineering PhD Comprehensive Exams, PhD Oral Defenses, and PhD Thesis Submission and Acceptances**

- Responsible for preparation and retention of records for each doctoral candidate
- Acts as chief administrator for all thesis defenses including considerations made for absent committee members, all database updates, paperwork and communications, liaising with GSPA for the Chair of the examination committee, preparing Examination Reports and Thesis Acceptances, and delivering the chair’s package for the oral examination
- Finding Approved Doctoral Dissertation Supervisor (ADDS) faculty to volunteer to act as Chair for comprehensive examinations, and maintaining EGSO’s mailing list and records of past Chairs
- Communicating with comprehensive examination and thesis defence committees, external examiners, chairs, administration and faculty administration to confirm, remind, and notify of any changes
- Ensuring the PhD thesis defense information is provided to the external examiner and that they are aware of the pertinent regulations and procedures for the defense including external examiner report requirements, as well as travel arrangements, travel reimbursement, and honorarium payment
- Working independently to resolve complications associated with planning and completion of the thesis defenses and comprehensive examinations and seeking the guidance of the M, EGSO or GSPA staff as needed
- Confirming all records are complete and free of any errors, omissions or inconsistencies and that University/Faculty regulations for committee representation have been adhered to
- Processing paperwork related to milestone completion and thesis acceptances
- Monitors deadlines set by exam/defense committees and university regulations and advises the AD-G, departments and students as appropriate
- Managing the Comprehensive Exam Extension Request process, including using data extracts to determine which students are beyond limits, and under the guidance of the AD-G, will monitor extension request approvals
Job Description

- Expected to clearly and accurately communicate with faculty, students and staff regarding regulations and timelines for submission
- Updating procedures as needed to manage a high volume of work and effectively communicate changes to departmental staff

**Records, ADDS status, and WCMS Content Management**
- Coordinating Approved Doctoral Dissertation Supervisor (ADDS) status requests from the Engineering departments to be approved by the EGSO and GSPA
- Communicating with all stakeholders and updating administration related to and updating the EGSO mailing list, EGSO records and Dean of Engineering Faculty Appointments SharePoint with approved ADDS status requests.
- Clearly communicating within the EGSO, with Department Coordinators, Associate Chairs, and Graduate Studies and Postdoctoral Affairs (GSPA) when reviewing exceptional cases.
- Creating and maintaining the Engineering Graduate Studies webpages for ‘Current Students’ and information for departmental staff including PhD program information, Faculty deadlines, etc.
- Working with Creative Services to ensure the forms are compliant with the University’s accessibility standards, creating and updating fillable PDF forms for relevant EGSO needs

**Financial Management & Awards Administration**
- Processing honorariums and travel expense claims for external examiners with respect to PhD oral examinations; managing budget and balancing departmental travel accounts (~$95K/year)
- Keeping record of EGSO expenses through the University’s Financial System (UNIT4)
- Responsible for the administration of the Doctoral Thesis Completion Award (DTCA) including processing awards nominations (~$75K/year)
- Providing backup coverage for awards processing

**Support to the Engineering Graduate Studies Office & EGSC Meeting Support**
- Assisting the AD-G and EGSO leadership on strategic initiatives to improve administrative operations
- Contributing to the regular EGSO & Department Coordinator’s meetings and attending the GSPA Faculty Admins meeting when relevant and/or in place of the M, EGSO
- Updating the Faculty of Engineering Graduate Studies electronic PhD manual and vacation coverage documents when changes occur and before any planned absences
- Compiling data as needed by the AD-G and the EGSO
- Ordering and maintaining office supplies and inventories for the EGSO
- Providing assistance to the AD-G and EGSO staff by covering for vacations and absences when needed
- Coordinating events and catering on behalf of the AD-G for the EGSO as needed
- Providing administrative support to the Engineering Graduate Studies Council (EGSC) and Engineering Graduate Operations meetings
- Tracking and sending motions from EGSC to the relevant Faculty (EFC) and Senate (SGRC) committees for approval
- Organizing the Faculty Three Minute Thesis (3MT) competition. This includes collaborating with all engineering departments to ensure the events are run smoothly and providing guidance and assistance to all departments

**Required Qualifications**

**Education**
- Bachelor’s degree or equivalent education and experience
Experience

- 1-3 years’ experience in a university setting building relationships with a variety of stakeholders and balancing conflicting demands and priorities
- Experience working with students, faculty and staff and the ability to handle sensitive and confidential information with discretion
- Experience as a student or staff advisor an asset

Knowledge/Skills/Abilities

- Proven ability to succeed in a detail-oriented environment with a high level of initiative and flexibility
- Good working knowledge of graduate policies and procedures including thesis defense and program requirements an asset
- Intermediate level experience with Microsoft Office including Word, Excel and PowerPoint, as well as OnBase, Quest, SharePoint and web content management software (WCMS)
- Excellent problem solving abilities and good judgment as well as strong analytical and organization skills
- Proven ability to work independently with minimal direction and as a team member in a busy and varied environment with deadlines, changing priorities and large volumes
- Knowledge of accessibility standards for PDF form creation an asset
- Strong written and verbal communication skills are required

Nature and Scope

- **Contacts:** This position interacts regularly with Associate Deans, Associate Chairs and administrative staff in all academic units in the Faculty of Engineering as well as Graduate Studies and Postdoctoral Affairs and other central offices. This position is responsible for developing and maintaining excellent working relationships with all these areas to fulfill the primary purpose of the position.

- **Level of Responsibility:** This position is responsible for the routine execution of the day-to-day administrative operations of the EGSO as well as assisting on new initiatives to meet strategic goals as outlined above in collaboration with the Associate Dean, Graduate Studies, the Manager, Engineering Graduate Studies Office, and other ENG staff. This position is expected to report any unusual issues to the Manager, Engineering Graduate Studies Office. This position also provides coverage for vacation and other absences for EGSO staff. This position should obtain the knowledge to suitably assist in maintaining office operations should an EGSO office member be absent.

- **Decision-Making Authority:** Responsible for ensuring information is maintained accurately with respect to University policies and EGSO best practices related to PhD Comprehensive Exam, Thesis Submission, and Oral Exam guidelines. Independently solves problems related to logistics of program administration. Identifies and refers matters and issues outside of scope of the position or related to exceptions to the Manager, Engineering Graduate Studies Office.

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

- **Working Environment:** Working Hours: Regular working hours with occasional evening and weekend work required. Risks—Physical and Psychological: Minimal exposure to disagreeable conditions. Some exposure to stress and pressure typical of administrative-type responsibilities.