



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Graduate Studies Assistant Staff Bargaining Unit
Position Status:	Temporary, Full-time (35 hours/week, 6 Month Contract) OSSTF
Department:	Office of Research & Graduate Studies
Supervision Received:	Associate Vice-President, Academic (AVPA)
Location:	Sault Ste. Marie or Brampton, ON
# of Positions:	1

PRIMARY FUNCTIONS:

A. Program & Academic Administration Support	50%
B. Engagement & Support	40%
C. Other Duties	10%
TOTAL	100%

Working under the supervision of the Associate Vice-President Academic, the Graduate Studies Assistant (GSA) ensures the smooth operation and confidentiality of the Graduate Studies office, focusing on service excellence in support of the growing efforts of Graduate Studies at Algoma University. The GSA will provide administrative support, respond to inquiries regarding graduate programming, and assist students, faculty, and internal departments (e.g., Registrar's Office, Research Office, and Academic departments) by providing up-to-date graduate school information.

The GSA is responsible for providing information about, and maintaining, the School of Graduate Studies policies, procedures, and file systems, as well as liaising with the Office of



the Registrar, graduate program officers, relevant graduate committees, relevant graduate committees, and relevant department chairs, Deans, faculty and academic advisors. This position will also assist with Quality Council reviews and the submission of graduate student proposals for external funding and assist with recruitment events and other activities.

This position requires initiative, professionalism, tact, attention to detail, discretion, and sound problem-solving skills to ensure excellence in customer/student services and administrative duties.

RESPONSIBILITIES:

A. Program & Academic Administration Support (50%)

- Provide advanced administrative support to the School of Graduate Studies and Chair of the Graduate Studies Council on a wide variety of complex, sensitive, and confidential issues
- Set up and maintain organized shared drives to keep the School of Graduate Studies file systems up-to-date, by effectively using Google and project management tools for collaboration
- Generate reports for tracking and reporting purposes (e.g. supervision type, time period, graduate student progression and others)
- Schedule and coordinate meetings, conferences, and/or travel, and attend/participate in meetings, as requested (e.g. preparing and distributing meeting packages and agendas, minute-taking, catering orders, room bookings, AV equipment, honorariums, mailings, and parking arrangements)
- Coordinate the thesis and dissertation process, and maintain the School of Graduate Studies list of Approved Members for Masters and Doctoral Supervisory status
- Maintain graduate student progression records, supervision records, and sources of funding
- Provide back-up support to the areas of Graduate Admissions and Graduate Funding, including the coding of graduate application documents and decisions. Ensure that admission objectives are satisfied to meet targeted deliverables
- Process invoices, expense reimbursements, and purchase orders
- Collect and distribute department mail, and coordinate packages to courier

B. Engagement & Support (40%)

- Act as the first point of contact for the School of Graduate Studies for all new and returning graduate students, including responding to walk-in, telephone, and email inquiries from prospective students, current students, faculty and staff
- Act as a point of contact for graduate program interactions with external community members, industry, government, or other members that are involved in graduate student programs



- Provide accurate information to prospective students, current students, faculty, and staff regarding University and graduate studies services, regulations, and procedures
- Organize and coordinate services for a variety of graduate studies special events and activities including, but not limited to, Research Week's Three-Minute Thesis and Graduate Poster Conference, Indigenous and other ceremonies and practices
- Work collaboratively with Marketing & Communications and the Graduate Admissions and Support Specialist to establish and maintain an effective website and social media presence for graduate studies

C. Other Duties (10%)

- Responsible for other projects and duties as assigned by the Associate Vice-President, Academic
- Support graduate outreach and recruitment activities, as required
- Review policy, procedural, and systems initiatives, and provide input and recommendations regarding progressive improvements to the management of the School of Graduate Studies

WORKING CONDITIONS:

Physical Effort	<i>Moderate</i> Moderate physical effort required (lifting and moving materials and packages); set-up and takedown of events
Physical Environment	<i>Minimal</i> Minimal exposure to unpleasant/disagreeable conditions (e.g. during travel to connect with external stakeholders, and events)
Sensory Attention	<i>Moderate</i> Detailed/precise work must be completed while accommodating regular interruptions
Mental Stress	<i>Moderate</i> Occasional requirement to work flexible hours for events; ability to multitask and manage multiple projects at one time, while meeting deadlines

MINIMUM QUALIFICATIONS



- Undergraduate degree or college diploma in any field, and three (3) years experience providing complex, confidential administrative support duties in a professional environment, or equivalent combination of education and experience, is required.
- Administrative experience in post-secondary education is considered an asset.
- Proficiency and intermediate knowledge of the following computer software programs, and the ability to easily adapt to new systems and software is required:
 - Google Suite (e.g., Docs, Sheets, Slides)
 - Microsoft Office programs
 - Familiarity with OASIS, Infosilem, and Datatel / Colleague is an asset.
- Demonstrated experience with electronic records management, including developing, maintaining, verifying, and evaluating existing systems.
- Excellent customer service skills.
- Effective communication and interpersonal skills.
- Strong capacity for independent judgment and critical thinking. Must be able to identify contentious issues, use discretion, and ensure appropriate action is taken, when required
- Excellent time management skills, with exceptional attention to detail. Must be able to organize and prioritize workload in a deadline-driven environment.
- Demonstrated event planning experience, both virtual and in-person. Extensive Google Meet and Zoom experience to host large platform events is an asset.
- Knowledge of Algoma University's policies and procedures, and an understanding of its mandate, organizational structure, and governance, as well as the broader post-secondary sector, is an asset.
- Project management and research skills are an asset.
- Experience with Canva, Photoshop, and Publicate is an asset.

Salary Scale: \$45,018 to \$56,272 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algomau.ca no later than 4:00 p.m. on April 26, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of



our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.