SUMMARY:
The University of Victoria School of Nursing is a leader in undergraduate and graduate nursing education and research in partnership with different educational, community and practice organizations. The School offers the Bachelor of Science in Nursing degree (BSN) to prepare nurses to work with individuals, families, and communities, guided by health promotion principles. The BSN program is delivered through a collaborative partnership with colleges in British Columbia (Camosun College, College of the Rockies, and Selkirk College) and the Northwest Territories (Aurora College). The School of Nursing also offers two graduate degrees: a PhD in Nursing and the Master of Nursing (MN) degree with four options: (Advanced Practice Leadership, Nurse Practitioner, Nurse Educator, and Double Degree in Nursing and Health Informatics).

The School is situated in the Faculty of Human and Social Development (HSD), a multi-professional faculty with a commitment to the student experience of dynamic learning in extraordinarily rich practice and community setting for vital impact on health and social development.

This 0.5 FTE (half-time) position is part of an graduate administrative team that provides a broad range of administrative support across the graduate education. This includes coordination of the applications and admissions process, supporting the graduate financial awards process, monthly committee support (minute taking/document tracking), preparing academic calendar changes. This position also assist the team lead Program Assistant, Graduate Education Programs with organizing and coordinating the graduate and PhD student orientations and onsites. This position may participate in a variety of program information sessions and career fair events.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Graduate Program Administration and Admissions, and Recruitment (30%)

- Responds to graduate program related emails from prospective and current students
- Forwards information to distribution lists such as notification of conferences or workshops, reminders and program specific details
- Liaises regularly with multiple campus departments including Faculty of Graduate Studies (FGS), Graduate Admissions and Records office (GARO), Student Awards and Financial Aid (SAFA)
- Maintains an extensive student advising database (HSData Advising-Apex database, Excel) and exports statistical reports as required such as annual program data required for Canadian Association of Schools of Nursing (CASN) annual survey and membership renewal requests
- Creates and maintains detailed Excel spreadsheets for graduate student applicants, admissions, and progression through programs
- Prepares and forwards administrative forms and correspondence
- Prepares and updates as required the graduate curriculum submission forms for School and faculty committees, and senate review and approval, attends curriculum meeting (as required) using Kuali software Maintains and upload documents to the Graduate Education CourseSpaces Site (for faculty/staff) and Masters of Nursing Student Orientation CourseSpaces site (for students)
• Assists with the organization and coordination of the graduate and PhD student orientations and onsites including creating the agenda, arranging guest presenters, preparing welcome packages, and sending information mailouts, etc
• Participates in program information sessions and career fair events as needed
• Provides back up support to the team lead – Programs Assistant, Graduate Programs position, especially during absences and vacations
• Provides administrative support to both the Graduate Education Advisor and Associate Director of Graduate Education and as needed to Graduate Program Coordinators

2. Responsibility: Graduate Student Support (25%)

• Monitors and responds to a large volume of emails from prospective and current students related to the graduate programs.
• Distributes, receives, and collates data in a detailed spreadsheet for program course program sequencing forms submitted by all graduate students, includes communication with graduate student supervisors
• Maintains student files electronically and hardcopy
• Ensures students are registered in the correct courses and assists students with registration, course enrollment management
• Facilitates appropriate paperwork for students to be registered in courses outside of program
• Initiates and coordinates MN and PhD defense administrative process from start to finish including:
  o creating and maintaining the faculty supervision spreadsheet
  o advising students of defence and graduation requirements and deadlines
  o arranging room and technology bookings
  o completing and forwarding all required administrative paperwork to appropriate departments
  o confirming student information on convocation list

3. Responsibility: Graduate Bursary and Scholarship Award Support (20%)  

• Provides updated graduate funding information (award information, deadlines) to the appropriate staff member to update on the school’s webpage
• Notifies students and faculty of regular and ad hoc funding award opportunities and deadlines
• Supports students and faculty with award inquiries regarding preparing and submitting award applications
• Updates scholarship application formsOrganizes and supports the process for annually funded Faculty of Graduate Studies fellowships and awards by collating current and graduated student GPAs, identifying students’ research focus areas and tri-council funding, collating information for committee review, coordinating and recording the committee’s review
Communicatesaward nomination lists to the Faculty of Graduate Studies and subsequent award decisions to students and UVic administration for student payment

4. Responsibility: Committee Support (15%)

• Graduate Education Committee
  o provides administrative support to monthly committee
  o takes and completes meeting minutes
  o arranges follow up on action items arising from meetings
  o prepares and distributes confidential meeting materials, as appropriate, prior to and after meetings
  o uploads relevant documents to the online CourseSpaces Graduate Education faculty resources site
5. Responsibility: General Administrative Duties (10%)

- Maintains a filing system according to the UVic Directory of Records Management System
- Provide relief and work overflow administrative support for other program areas, as required

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Excellent organizational and advanced administrative skills
- Demonstrated experience in strong technical support skills and knowledge
- Flexibility, adaptability, and comfort with procedural and technical change
- Ability to apply excellent critical thinking skills and ability to exercise good judgment and solve problems quickly and effectively
- Ability to complete workflow with attention to detail and a high degree of accuracy
- Exhibited excellent and effective verbal and written communication skills depending on audience, in particular with students, faculty, and other departments
- Advanced proficiency with computer applications (i.e. MS-Office Suite, Adobe Create Suite, content management systems).

**Specialized Knowledge/Education:**
Secondary school graduation or equivalent and some related post-secondary course work

**Experience:**
Minimum three years of experience in providing advanced administrative support, preferably in a post-secondary setting

Related work experience should include:
- Administrative office duties including providing first-point-of-contact support and customer service.
- providing support and coordination of committee work
- working effectively in socially and culturally diverse situations and able to respond to a wide range of needs from our diverse community
- Interpreting and/or applying policy and procedures.
- using databases and enterprise applications

Preference will be given to applicants with experience with:
- in undergraduate admissions policy, procedure and program requirements
- using University systems (e.g. Banner, AIRS, FAST Student Reporting, Kuali Workflow curriculum management system)

Equivalent combination of training, education and/or experience may be considered

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