University of Victoria
Cupe Local 951 Position Description

JOB: Secretary/PB7

DEPARTMENT: Political Science

SUPERVISOR: Assistant to the Chair

SUMMARY:
The Department of Political Science offers a range of programs at the undergraduate and graduate levels. With a reputation for excellence in research and teaching, the department is committed to providing students with a world-class learning experience in a supportive and inclusive environment. The department also has strong partnerships with research centres and interdisciplinary programs on campus.

Reporting to the Assistant to the Chair, the Graduate Secretary provides support for the Graduate program and managing administrative processes for four distinct graduate programs. In addition, the Graduate Secretary assists the Chair’s Assistant and Administrative Officer in providing support for the broader administrative needs of the Department’s other academic and research programs and initiatives.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. **Responsibility: Administrative support to graduate program – 50%**

   **Duties:**
   - Processes graduate admissions process. Includes responding to inquiries, advising applicants, processing applications using Banner, preparing spreadsheet for Graduate Adviser, tracking outcomes and creating admissions reports.
   - Oversees grad budget. Includes monitoring funding offers, recording sources of student funding, processing awards, advising Graduate Adviser of funding rules, processing RA appointments.
   - Processes graduate student defences. Includes booking rooms, confirming committee structure and members, completing administrative forms and ensuring deadlines are met.
   - Processes comprehensive exams. Includes scheduling exams, explaining process to students and faculty members.
   - Coordinates SSHRC application process. Ensures deadlines are communicated and met, and reviews applications to ensure completeness.
   - Responds to a wide variety of questions and requests from faculty, staff and students as well as the general public on all matters pertaining to the graduate program and graduate students.
   - Manages graduate student space including signage and keys.
   - Updates grad student listserv and Connect site.
2. **Responsibility: Liaison with Graduate Admissions and Records, Faculty of Graduate Studies - 20%**

- Acts as department liaison with Graduate Admissions and Records and the Faculty of Graduate Studies.
- Uses initiative when communicating, interpreting and explaining Graduate Admissions and Records and Faculty of Graduate Studies policies, procedures and processes to applicants, students, faculty and staff.
- Consults regularly with Graduate Admissions and Records and Faculty of Graduate Studies to provide information, advice and options regarding application decisions, student records, course registration and fee discrepancies, ensuring program requirements and necessary documentation for degree completion and convocation are in order.

3. **Responsibility: Administrative assistance and support to Graduate Advisor - 20%**

- Composes, edits and distributes correspondence on behalf of Graduate Advisor.
- Prepares graduate curriculum change forms and updates the department’s section of the Graduate Calendar.
- Maintains records of departmental policies and procedures as agreed on by the grad committee.
- Tracks students’ progress by keeping accurate records of registration, program changes, grades, transfer credits and appeals.

4. **Responsibility: Back-up support to General Office Reception and Chair’s Assistant - 10%**

- Handles in-person and telephone enquiries and respond to/direct as appropriate.
- Receives, sorts and distributes mail.
- Assists faculty and students with equipment loans including laptops and adaptors.
- When the Chair’s Assistant is absent, performs some of the duties as required by the Chair which may include monitoring the Chair’s email, organizing meetings and managing the paperwork and, if required, taking minutes.

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Excellent oral and written communication skills to deal effectively with all levels of the university community with tact and diplomacy.
- Ability to use discretion and maintain confidentiality.
- Demonstrated organizational skills with the ability to organize workload efficiently to meet deadlines.
- Ability to process and interpret written policy and guidelines independently.
- Ability to work as part of a team or independently without supervision.
- Strong interpersonal skills and ability to establish and maintain effective working relationships.
- Ability to work effectively and efficiently with interruptions and varied demands.

**Specialized Knowledge/Education:**
- Advanced computer skills with MS-Office Suite, including MS Word, Outlook and Excel.
- Familiarity with Graduate Studies policies and procedures as well as with Banner, FAST, CAPP and Connect would be considered assets.

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<td>• A minimum of 2-3 years experience in an administrative support role in a post-secondary institution or equivalent experience.</td>
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<td>• Experience in a university graduate studies environment and extensive experience working directly with the UVic Graduate Calendar and Graduate policies and regulations would be an asset.</td>
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