SUMMARY:

The Graduate Program Administrator (GPA) provides administrative support to the Neuroscience Graduate Studies Program. As support to the graduate program, the GPA works independently, but with direction from faculty, to offer assistance and guidance to students regarding courses, requirements, policies/procedures, and tracks and monitors admissions processes and systems. As well, the GPA develops and maintains databases as appropriate to the role. Administrative duties related to the graduate program include meeting management, correspondence, calendaring, maintaining files and records and some budget/financial responsibilities.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Graduate Program Administration – 50%

Duties:
- Acts as the first point of contact for applicants or anyone requiring information on the Neuroscience Graduate Program, provides advice and direction to students, faculty and division leadership regarding the Graduate program
- Ensures compliance with university and departmental policies, procedures and requirements
- Maintains departmental and graduate student files and electronic records
- Processes graduate student funding including deposits, scholarships, fellowships, specific awards and other payments
- Prepares TA appointment forms and timesheets and maintains student records
- Arranges all administrative details pertaining to oral defenses, including advising students on relevant deadlines
- Verifies convocation lists
- Ensures that student forms are aligned with their academic program
- Acts as a liaison between graduate students and academic supervisors regarding theses
- Coordinates student evaluation meetings or events
- Responds to course registration queries from Uvic students outside of the program
- Produces admissions summaries, calculates GPAs and creates databases for assessments
- Organizes a system for offer letters and follow up documentation and decisions
- Tracks admissions, admission documentation and required forms
- Organizes orientation events
- Develops systems and materials for new students including regular updates to the Neurosciences Graduate Handbook
- Ensures DMS Student information is accurate and up to date on the DMS website
- Provides administrative support to the Neuroscience Graduate Program Committee, Teaching Award in Medical Sciences, and Faculty Curriculum Committees, Including, sending out call for agenda items, scheduling meetings, minute taking, etc.
- Solicits and receives applications for Faculty of Graduate Studies and DMS awards
- Organizes DMS Award Committee meetings and completes process for submission to the Faculty of Graduate Studies as required
- Communicates all relevant deadlines and requirements to graduate students
- Handles all confidential academic matters and organizes appropriate follow up
- Drafts memos and correspondence for the Graduate Advisor
- Acts as the point of contact for Admissions, Records and Faculty of Graduate Studies
- Prepares submissions for changes to the Uvic Calendar within established timelines
- Arranges examinations and records for PhD students
- Participates in special projects which may require analysis and development of new processes and/or systems.

2. Responsibility:
Graduate Program Registration Services – 30%

<table>
<thead>
<tr>
<th>Duties:</th>
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<tbody>
<tr>
<td>Responds to graduate student inquiries regarding registration issues and timetable information</td>
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<td>Assists graduate students with registration processes for restricted courses</td>
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<tr>
<td>Monitors registration status of graduate students each term to ensure eligibility</td>
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<tr>
<td>Produces lists for Graduate Advisor indicating registration status of each student, grades and FTE calculations</td>
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<tr>
<td>Assists instructors with registration, grades, evaluation and other summaries in Banner</td>
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3. Responsibility:
Instructor Support – 10%

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<th>Duties:</th>
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<tr>
<td>Acts as a first point of contact for instructors</td>
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<tr>
<td>Obtains CourseSpaces access for instructors</td>
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<tr>
<td>Assists with preparation of confidential student letters and other correspondence</td>
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<td>Obtains class lists from Banner and confirms student enrollment</td>
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<tr>
<td>Arranges course schedules and performs course and exam loading</td>
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<td>Records Course Experience Survey results and advises instructors and Division Head of results</td>
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<tr>
<td>Advises instructors on the process for launching new courses (course loading, advertising, registration, waitlisting)</td>
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<td>Recruits and arranges payment for examination invigilators</td>
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<td>Contacts students on behalf of instructors in urgent situations</td>
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• Submits examination sheets for electronic marking

4. Responsibility:
Student Support – 10%

Duties:
• Provides assistance and guidance for all students enquiries such as course information, registration and exams and provides appropriate follow up
• Coordinates student information sessions, liaising with groups on and off campus if required
• Organizes special events for students
• Provides informal support to students and refers students to various support services on campus
• Advises students regarding University policies and procedures
• Liaises with other UVic departments to ensure continuity of services and support for students

REQUIRED QUALIFICATIONS:

Skills:
• Superior planning, organizational, verbal and written communication skills
• Independent problem-solving skills
• Attention to detail and accuracy while managing deadlines
• Advanced user of MS Office Suite, FileMaker Pro, web browsers, and web content management systems (e.g. Cascade or WordPress), MS Outlook, PowerPoint
• Strong interpersonal skills and ability to establish and maintain effective working relationships with students, faculty and staff and all levels of the university community with tact and diplomacy, including the ability to use discretion and maintain confidentiality when required
• Flexibility to work in a high volume environment, adapt to changing priorities and new technologies, fluctuating tasks and pace in response to operational needs
• Comfortable sourcing new information from a variety of sources
• Enthusiasm for the challenge with a keen interest in streamlining processes

Specialized Knowledge/Education:
• Advanced administrative skills are required
• Excellent understanding of University administrative processes preferred
• Superior knowledge of file and records management systems and processes

Experience:
• At least five years’ experience providing direct, high level administrative support in a University setting preferably within a graduate studies program
• Experience with basic accounting processes and event planning
• Experience with audiovisual/videoconference equipment preferred

Employee’s Signature: 
Date:

Supervisor’s Signature:
Date: