UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

**JOB:** Secretary/PB 7

**TITLE:** Graduate Secretary

**DEPARTMENT:** Electrical and Computer Engineering

**POSITION NO.:** 993132

**SUPERVISOR:** Assistant to the Chair

**LAST UPDATED:** 15 June 2017

**SUMMARY:**
Provides administrative support of the department’s graduate and professional programs and serves as first point of contact/resource person for faculty, staff, and current and prospective graduate students. Acts as a liaison with a variety of departments across campus such as Graduate Studies and Graduate Admissions.

Specific responsibilities include but are not limited to: Assisting current and prospective students with interpretation of relevant departmental, program and university regulations; provides secretarial and administrative support to the Professional Programs Director and Departmental Graduate Advisor. Liaises with the Director/Advisor regarding matters relating to the graduate and professional programs, departmental calendar changes and any program related issues; maintains an extensive departmental graduate student list in coordination with the other Graduate Secretary as well as creates and develops other databases/spreadsheets to maintain a variety of statistical data pertaining to the graduate and professional programs; processes administrative forms for students and faculty and forwards them to the appropriate departments on campus. Under the direction of the Assistant to the Chair prepares, distributes and collects Graduate Course Evaluations for the Department.

In addition this position provides coverage during extended absences of the other secretarial positions (Receptionist, Graduate secretary) in the office with similar scope and complexity.

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

1. **Responsibility:**
   Support to Graduate students

   **Duties:**
   - Supports admissions process for cost-recovery Masters program from beginning to end (includes creating spreadsheet for over 100 applications, informing students if accepted or rejected, preparing student evaluation documentation for committee review)
   - Receives and processes proforma and course change forms, program extensions etc. and forwards to the appropriate department on campus
   - Provides advice to current and prospective students regarding program requirements, University, Departmental and Faculty policies and procedures, and co-op
• Maintain student files electronically and hardcopy
• Maintain student supervisory committees using Banner and via correspondence with GARO
• Monitor and respond to a large volume of emails relating to the graduate and professional programs
• Advise and provide administrative support to students during their program completion
• Verify program completion and prepare completion paperwork (Letter of Recommendation, Request for Oral Examination etc.)
• Ensure students are registered in the correct courses and assist students with registration when necessary
• Maintain an extensive student database using Excel.
• Process Course/Lab overrides as needed

2. Responsibility:
Administrative support to Graduate Advisor and Program Director

Duties:
• Prepare and edit graduate calendar changes when graduate secretary is absent under the direction of the Graduate Advisor and Curriculum Committee Chair.
• Provide administrative support to the Graduate Studies Committee when other Graduate Secretary is absent (takes meeting minutes, prepares and circulates agenda and necessary documents and schedules meetings monthly or as needed in coordination with academic deadlines)
• Track and provide a variety of statistical data for the Professional Programs Director, Graduate Advisor and Assistant to the Chair as needed.
• Administer the MTIS budget under the direction of the Program Director. Tracks expenditures using Excel.
• Organize special events (3-4 times per term). This includes looking for and selecting appropriate vendors and venues, outlining the budget requirements and tracking expenses.
• Assist Professional Programs Director in an administrative capacity with recruitment for the graduate and professional programs (prepare expense/travel claims, order business cards, marketing material, organize social events, etc.)
• Maintain and prepare content of social media for graduate and professional programs

3. Responsibility:
Graduate Program Administrative Support

Duties:
• Maintains an extensive graduate student list as well as other relevant information relating to graduate studies using Excel in coordination with the other Graduate Secretary
• Provides support to professional programs graduate students in regards to Coop Work Terms (includes dealing with questions around applications, graduation requirements, etc)
• Prepare and forward administrative forms and correspondence
• Respond to graduate and professional program related emails which includes responding to prospective and current student enquiries, forwarding information to the listserv such as notifications of conferences or workshops, reminders and program specific details
• Maintain welcome package information for Graduate Programs and distributes as necessary
• Maintains graduate content on the departmental website
• Prepare letters required by immigration for international graduate students relating to their registration and term of study as needed
• Receives TA applications and prepares all appointment paperwork including work authorizations, payroll appointment forms and employee contracts

REQUIRED QUALIFICATIONS:
Qualifications: Must have the ability to work independently and as a team member in a professional and conscientious manner; have a demonstrated ability to effectively manage large volumes of work and meet tight deadlines in a work environment that experiences frequent interruptions and will have demonstrated organizational and analytical/problem-solving skills. Must possess the ability to communicate effectively and tactfully both verbally and in writing with all levels of university administration, faculty, students, staff and the public using excellent interpersonal and cross-cultural communication skills; adept at exercising initiative, good judgment and diplomacy regarding sensitive and confidential matters.

Strong administrative skills, including a high proficiency using MS Office programs, Banner, FAST, Adobe and Outlook, have a working knowledge of the University of Victoria, and experience working with Graduate Studies

Skills:
• Strong time management
• Excellent organizational skills
• Strong analytical and problem solving skills
• Proficient with word processing in a PC environment
• Effective oral and written communication skills
• Good sense of tact and diplomacy

Specialized Knowledge/Education:
• Computer: Excel, Word, Banner, Fast ,Grapple, SharePoint, Adobe, File Maker Pro
• Good working knowledge of the University’s graduate studies policies and procedures
• Experience working with Graduate Admissions and Records, Faculty of Graduate Studies, FAST, SharePoint and Banner

Experience:
At least three years of relevant office experience preferably in a post-secondary academic environment or an equivalent combination of experience and education.

Employee’s Signature: 
Date:

Supervisor’s Signature: 
Date: