

QUEEN'S UNIVERSITY SUPPORT STAFF POSITION SUMMARY

DEPARTMENT:	School of Nursing	
POSITION TITLE	MSc (HQ) Graduate Program Assistant	
POSITION NUMBER:	00500829	GRADE: 6

JOB SUMMARY:

Reporting to the Administration Manager, School of Nursing, the MSc (HQ) Graduate Program Assistant is responsible for the daily administration and operation of the graduate studies program and recommends and participates in implementing changes regarding departmental procedures pertaining to the program. The incumbent is also responsible for providing administrative support to the Directors and to the Director of the School of Nursing.

PRIMARY DUTIES AND RESPONSIBILITIES:

Administers and co-ordinates graduate admissions for the program. Responsible for compiling and sorting information by designing, implementing and maintaining a database used for developing reports on admissions, registered students, former students and the current funding status of students in the program.

Designs, implements and maintains promotional material, and ensures information is accurate and current. Prepares promotional material for the recruitment of prospective graduate students.

Reviews and verifies documentation for admissions. Processes applications, registration data, academic records, class lists (via Listserv) and reports from PeopleSoft information systems. Maintains program sheets and ensures submissions are sent for approval to the Faculty of Health Sciences Graduate Committee, when required. Responsible for the distribution and collection of mark sheets and delivery of final marks to the Registrar's Office.

Acts as the departmental resource person for the graduate program. Independently initiates and composes correspondence that requires the signature of the Graduate Co-ordinator in the School of Nursing. Prepares and distributes the agenda for all MSc (HQ) faculty meetings and takes minutes of meetings.

Advises students on graduate program matters ensuring university policies, procedures and regulations of the School of Graduate Studies are adhered to. Responsible for ensuring that internal paperwork and adherence to departmental requirements is handled proactively for all graduate students.

Responsible for organizing the graduate functions within the program. Also responsible for coordinating the degree graduate course evaluations and providing summaries. Facilitates the QUQAPS process as required including compiling and collecting data for the report. Organizes the site visits of all reviewers and other visitors to the program.

Reviews information submitted through inquiries by potential applicants to the graduate program to determine whether applicants will be sent a full application and invited to apply, or whether additional information is required before a decision can be made and informing applicants what information is required, and advising applicants who are not eligible for admission.

Performs editing of the MSc (HQ) degree web pages for the graduate program and faculty research areas and ensures that these web pages are kept up-to-date at all times for means of recruiting prospective graduate students. Responsible for determining layout, content and links of the graduate program web page and also for collecting from faculty their required research material for posting.

Responsible for submission of all calendar revisions (i.e. new courses, revised course descriptions, deletion of information, changes in program requirements) for the graduate program ensuring format and deadlines are congruent with the expectations of the School of Graduate Studies. This involves submission of 'request for approval of changes' to FHS graduate council and the School of Graduate Studies. Schedules graduate course offerings and provides confirmation of classroom availability.

Provides secretarial support to the Graduate Coordinator, and other secretarial support, tasks and receptionist duties, as required and provides administrative support to the Directors and to the Director of the School of Nursing (e.g. schedules meetings/visits, prepares agendas, arranges travel itineraries, drafts correspondence for the Director's signature).

Acts as a liaison with Faculties and Schools across campus for the smooth running of the interdisciplinary program.

Organizes elective course at Herstmonceux Castle including providing on-site support each summer for the one week course.

Works collaboratively with the Graduate Program Assistant for the Nursing Programs and deputizes as appropriate.

Provides guidance to the Graduate Program Assistant in the MSc (HQ) program.

REQUIRED BACKGROUND:

- This position requires a minimum of a two-year college program in business administration combined with several years of relevant experience.
- Previous experience in a responsible administrative position with minimal supervision and a thorough knowledge of graduate admissions, academic regulations, policies and procedures is required. Proficiency with a variety of software packages is also required.
- Consideration will be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Organizational skills are essential to administer graduate admissions, scholarship competitions, exam schedules and theses defence.
- Ability to take initiative, to work with minimal supervision, to make independent decisions and administer the program while dealing with frequent conflicts and time constraints.
- Analytical and problem-solving skills are required to resolve administrative problems, assist with policy decisions and improve overall efficiency within the graduate program and department.
- Time management skills are critical to effectively and efficiently achieve the wide scope of duties required in this administrative role, in consideration of the many deadlines imposed by external sources (e.g. scholarship, convocation, funding, BIU counts, and grant deadlines).
- Must have excellent communication and interpersonal skills to deal with the diversity of individuals.
- Excellent writing skills are required for independently composing correspondence, taking minutes and editing web page content. Excellent communication skills are essential when conversing with international applicants and registered graduate students who may have English language difficulties.
- Comprehensive knowledge of a Microsoft Windows environment; Microsoft Office (Word, Excel, Access, PowerPoint), WordPerfect, Front Page (web pages) and web navigation. Working knowledge of the University systems associated with PeopleSoft.

DECISION MAKING:

- Decides on changes pertaining to established administrative procedures for the graduate program and makes recommendations.
- Frequent decisions relating to the most effective and appropriate means of providing administrative support to the grad program.
- Identifies calendar copy changes and ensures appropriate approval is received.
- Determines which students are eligible for internal scholarships and awards and recommends nominees.
- Decides the appropriate action required for students who have an academic problem or query and when to involve the Graduate Co-ordinator of the School of Nursing.
- Determines own work priorities and schedules own work.

SUPERVISORY RESPONSIBILITIES: NONE

SIGNATURES:

Incumbent

Date

Supervisor

Date

Department Head

Date