



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## GRADUATE OFFICER

<b>Job ID</b>	<b>63988-5776</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63988-5776">https://careers.indigenous.link/viewjob?jobname=63988-5776</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-07-18	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Unit/Project Description: The Department of Biochemistry and Biomedical Sciences (BBS), located within the Faculty of Health Sciences, runs two undergraduate programs and two graduate programs. This role will be dedicated to our thesis-based Biochemistry graduate program. This graduate program recruits the best scientific talent in the country and graduate students work at the leading edge of scientific research to make impactful discoveries that uncover the inner workings of biological systems in health and disease. Our trainees are mentored by some of the brightest minds in science who are research leaders in the fields of microbiology and infectious diseases, stem cell and cancer biology, cardiovascular and metabolic diseases, human genetic diseases, and more. The Biochemistry Graduate Program is designed with the student in mind and maximizes potential in research to prepare graduates for a rich and fulfilling career. We currently have over 130 MSC, PHD, and MD/PHD students working in over 50 laboratories across McMaster University. The Biochemistry Graduate Program is recruiting for a Graduate Officer to join our administrative team. This is a continuing position working within a hybrid schedule. This position reports to the Manager, Academic and Staff Operations, and the BBS Associate Chair of Graduate Education. The successful incumbent will require a thorough understanding of academic programs, functions, policies and procedures. An understanding of Science programs may be of benefit. The incumbent must be a team player and have the ability to work flexibly and to prioritize their workload regularly. Job Summary: Responsible for coordinating the admissions process for programs within the department. Reviews and summarizes applicant files for committee acceptance decisions. Provides program information and general assistance to prospective students and applicants. Purpose and Key Functions:

- Plan, coordinate, and organize admission procedures for students applying to departmental programs.
- Monitor admissions and prepare forecasts of returning students to determine if enrolment targets will be met.
- Review and evaluate applications to ensure academic requirements and pre-requisites have been met.
- Ensure all applications are complete and prepare admissions files for distribution and rating.
- Inform prospective students and applicants of the application process, procedures, academic and program requirements, program suitability, and potential eligibility for admission.
- Provide information, answer questions, and discuss academic interests with applicants.
- Engage potential applicants in discussions at recruitment events.
- Provide information to international applicants on the academic criteria required from their country of origin.
- Deal with applicants who are not qualified for admission and explain the application process and offer viable alternatives without discouraging the applicant from applying to other programs.
- Write responses to prospective students regarding their applications, which consists of offer letters to successful applicants and refusal letters to individuals who do not meet admissions requirements.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Monitor budgets and reconcile accounts. Complete financial forms including, but not limited to, travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Monitor student status and review registrations for accuracy.
- Review student records to ensure that they have met the degree requirements specified for degree completion and convocation.
- Update material included in department brochures, websites, and other informational material.
- Compile admissions and completion statistics for various internal and external reports.
- Ensure accuracy and uniformity of materials sent to applicants throughout the admission cycle by monitoring information including email communications and comprehensive packages that are mailed and couriered during the acknowledgment, offer, and confirmation stages of the admission process.
- Ensure adherence to relevant policies and procedures including those surrounding admission procedures and exam processes.
- Work with faculty

instructors to coordinate the online registration for courses which involves determining the prerequisites and limited enrolment functions for each course offered.&bull;Coordinate and organize the PhD comprehensive exam process.&bull;Address extenuating circumstances regarding medical documentation from students' physicians for accommodations, extensions, or deferments.&bull;Review documents for forged transcripts and falsified reference letters and maintain a list of fraudulent applications.&bull;Assign each new student to a faculty supervisor.&bull;Process graduate student scholarship information in collaboration with the School of Graduate Studies and program scholarship committee members.&bull;Determine initial funding in the form of an annual student stipend and initiate the payment authorization process.&bull;Input financial information required to process payroll.&bull;Update and maintain information in databases.&bull;Review transcripts from domestic and international universities and use existing documentation to convert grades to the comparable University standards.&bull;Calculate domestic and international student grade point averages.&bull;Calculate the initial sources of funding required to make up each student's annual stipend or salary.&bull;Obtain information from the Office of International Affairs regarding foreign applicants.&bull;Arrange and attend admission's committee meetings.&bull;Maintain and ensure the confidentiality of student admissions records and committee files.Assets:

- Previous experience working in an academic setting is essential for this role.
- Knowledge of McMaster graduate program regulations and procedures is an asset.
- Proven ability to handle significant work volumes and collaborating with a variety of stakeholders is important.
- Experience organizing events would be an asset
- Experience working directly with students and providing them with administrative support is essential to this role.

Additional Information: The successful candidate will possess the following key attributes:

- Must be reliable and dependable and demonstrate a high level of professionalism
- Excellent interpersonal skills, and written and oral communication skills are required as there will be daily interaction with faculty, students, staff, other departments and members from the external community.
- Must have excellent organizational and time management skills, and have the ability to self-direct their own work.
- Must be detail oriented and have the ability to complete tasks with a high degree of accuracy.
- A high level of proficiency using a variety of computer software programs, including Microsoft Office (Outlook, Word, PowerPoint, and Excel) and Mosaic (People Soft) is required for this role.
- Have the flexibility to work productively whether working independently or as part of the team.

For more information, visit McMaster University for GRADUATE OFFICER