



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.Link's 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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ADMINISTRATIVE ASSISTANT - TENURE & PROMOTION / GR

Job ID	38210-7351		
Web Address	https://careers.indigenous.link/viewjob?jobname=38210-7351		
Company	McMaster University		
Location	Hamilton, ON		
Date Posted	From: 2021-05-10	To: 2050-01-01	
Job	Type: Full-time	Category: Education	

Description

About the Faculty of Science The Faculty of Science works to create global impact by advancing scientific discovery and knowledge and promoting greater understanding. Our innovative, interdisciplinary approach generates new methods and insights, results, and lasting change. The Office of Research & External Relations within the Faculty offers services and support to our faculty members in 8 Departments and Schools enabling them to make discoveries and showcase their impact. About the Department of Chemistry and Chemical Biology & Chemistry Graduate Program The Department of Chemistry and Chemical Biology is a thriving community of scientists working in diverse areas, who are committed to excellence and innovation in research, training, teaching, and outreach. The Chemistry Graduate Program, is currently comprised of ~75 graduate students, supervised by 30 full time faculty members. About the position We are seeking an experienced administrative assistant to support our Departmental Chair and the Chemistry Graduate Program. This role will be expected to work under general direction within a clear framework of accountability, and exercise substantial personal responsibility to deliver results within these portfolios. Areas of responsibility under the role of Chair Support will include scheduling, special projects related to social media and alumni relations, newsletters, tenure & promotion, faculty recruitment, etc. Areas of responsibility for the Chemistry Graduate Program will include supporting recruitment, monitoring in-course students proactively, and special projects related strategic recruitment, and website updates.

Job Summary Responsible for providing administrative support for an academic program or department. Plans and coordinates a variety of academic program or department events and activities and is also accountable for monitoring the graduate program budget and forecasting financial gains and shortfalls. Also responsible for coordinating the recruitment and tenure and promotion processes for part-time and full-time faculty for a Faculty or School. Serves as a primary resource regarding administrative issues for recruitment, tenure and promotion procedures. Performs the duties of the position in accordance with established policies, procedures, and calendar of events. Responsible for ensuring adherence to quality standards and procedures for short-term staff.

Purpose and Key Functions:

- Coordinate the submission of information and documentation required to initiate and conclude various recruitment, tenure and promotion processes.
- Review candidate documentation and prepare recommendations for review by others.
- Adhere to University guidelines and policies when compiling information required for the recruitment, reappointment, or promotion of faculty.
- Gather, compile, and review candidate documents and follow up, as needed, with candidates for more information.
- Gather, compile, and summarize information from a variety of sources such as candidate reviews.
- Identify and analyze problems with the program and prepare recommendations for review and approval.
- Investigate questions and resolve problems concerning program, curricula, and admissions.
- Inform faculty of student eligibility for funding opportunities and discuss funding scenarios and scholarship options on a case by case basis.
- Advocate on behalf of students who require accommodations or non-standard arrangements with regards to funding and program requirements.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Identify external funding opportunities and identify candidates in the program who meet the criteria for these competitions.
- Plan and coordinate a variety of events and activities such as seminars, workshops, and conferences.
- Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Deliver a variety of academic program or department presentations.
- Review and process applications for internal and external scholarship competitions and program admission.
- Compile and distribute application and admission files for review by the Admissions Committee.
- Assess and summarize the qualifications of eligible applicants and ensure that all applications are complete.
- Provide updates to applicants about the status of their application.
- Coordinate and organize regularly recurring events such as registration, timetabling, room bookings, examinations, committee meetings, and course material requests.
- Monitor and review program registrations and liaise with other departments to process changes to student records and registration.
- Compile course information and update course calendar information.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Provide program and admissions information to potential applicants, students and faculty.
- Act as a liaison between students and the various individuals and offices within and external to the department.
- Inform faculty of established procedures for exam preparation and grade submissions.
- Ensure that proper procedures are followed and deadlines are adhered to.
- Ensure that there are no conflicts with student timetables and work with the appropriate office to resolve course conflicts.
- Monitor student course registration and provide electronic permissions to allow students to enrol in limited enrolment courses.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Input financial and employee information required to process pay.
- Write a variety of documents such as correspondence, reports, and meeting minutes.
- Format, word process, edit, and proofread a variety of documents and materials.
- Gather and compile data and documentation for a variety of reports, memos, and program activities.
- Gather, assemble, and distribute documentation required for registration, course material, grade appeals, reinstatements, course overload and prerequisite permissions, and transfer credits.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Update and maintain information and content on websites and social networks.
- Coordinate the calendar of supervisor and resolve scheduling

conflicts.• Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.• Monitor and order office supplies.• Source and obtain pricing information for office supplies and equipment.• Set up and maintain filing systems, both electronic and hard copy.• Classify, sort, and file correspondence, records, and other documents.• Update and maintain confidential files and records. Handle sensitive material in accordance with established policies.• Assemble, copy, collate, and disseminate a variety of documents and materials.• Open and distribute incoming mail and faxes.• Prepare outgoing mail, faxes, and courier shipments.• Maintain the confidentiality of student files and documents.Requirements 2 year Community College diploma in Office Administration or related field of study.Requires 3 years of relevant experience.Assets• Experience in Mosaic, Grad Admin Tools, and Red Folders.• Functional understanding or experience with Alumni relations.Additional Information• Experience supporting a senior leader, such as a Director and/or Chair, in a proactive, autonomous fashion.• Excellent judgment, problem-solving and organizational skills; demonstrates tact, sensitivity, and diplomacy in dealing with varied clientele.• Strong interpersonal skills and a positive approach to customer service. Self-motivated and able to triage urgencies independently. • Advanced written and verbal skills, with exceptional attention to detail and clarity, required to communicate about complex issues and to foster and maintain relationships; including development of departmental newsletters/external communications to students, faculty, and other University stakeholders. • Professional experience with Social Media platforms, such as: LinkedIn, Twitter, and Instagram.• Experience tracking milestones and program requirements for in-course graduate students to proactively identify gaps. JD00689

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT - TENURE & PROMOTION / GR