



# 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:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## Graduate Assistant

<b>Job ID</b>	<b>E2-16-14-39-2C-30</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E2-16-14-39-2C-30">https://careers.indigenous.link/viewjob?jobname=E2-16-14-39-2C-30</a>	
<b>Company</b>	Queen's University	
<b>Location</b>	Kingston, Ontario	
<b>Date Posted</b>	From: 2021-10-05	To: 2021-11-04
<b>Job</b>	Type: Part-time	Category: Office
<b>Languages</b>	English	

### Description

Reporting to the Department Manager, and receiving work direction from the Chair of Graduate Studies, the Graduate Assistant is responsible for the daily administration and operations of the graduate program in Gender Studies following university, faculty, and departmental policies/guidelines, including recruitment, admissions, timetabling, registration, course enrolment, course evaluations, comprehensive exams, academic and grade changes, graduation, awards, and record keeping. As the departmental resource person for the Graduate programs, this position provides administrative support to the Graduate Chair, and serves as program liaison with Department faculty/staff, other academic units, Faculty of Arts and Science, the University Registrar's Office and the School of Graduate Studies, including serving on graduate program related committees.

#### KEY RESPONSIBILITIES:

• Assists the Graduate Chair with organizing, administering and guiding graduate students towards the completion of their degrees by understanding and administering the School of Graduate Studies policies, procedures, academic regulations and assisting faculty members as required. Maintain and update online student handbooks and keep detailed records of graduate students' progress. Conduct follow-ups on students' status to ensure the completion of their program in a timely fashion. Inform the Graduate Chair if problems occur, seeking advice to resolve unusual or complex problems.

• Responds to student and program inquiries and escalates necessary inquiries to the Graduate Chair.

• Provide administrative support to the graduate committee, including developing and circulating agendas, scheduling meetings and taking minutes.

• Supports academic related processes: enroll grad students in courses, enter all course adds/drops into PeopleSoft; organize all course and program related exams, meetings and defenses by contacting examiners and Chair, room scheduling and notices; process degree completion forms; submission and reporting of grades, and assist in matching supervisors/co-supervisors with graduate students. Provides administrative support and functional guidance to students, supervisors, and committee members regarding degree milestone processes and requirements.

• Provides administrative support for the recruitment cycle: and graduate admissions for the program, including processing applications, registration data, transcripts, and class lists; maintaining application files on admissions, registered student files; assisting with reviewing and verifying documentation for admissions, preparing admission letters of offer and act as the main liaison between applicants, the School of Graduate Studies and faculty members. Confirm spring and fall degree lists for graduate programs.

• Develop the graduate timetable, arrange for classroom space, monitor and administer any changes. Enter grades for graduate faculty members.

• Perform administrative duties in relation to graduate student funding, including research assistant, research fellowship payments, funding letters, award nominations submissions, and distribution of letters to nominees and winners of Queen's graduate assistance and awards. Compiles, processes, and coordinates submission of application packages for major external scholarship competitions for graduate students. Informs faculty and graduate students of other awards and scholarships available including thesis bursaries, student awards funding and coordinates the application process.

• As directed by the Gender Studies Leadership team, assist in editing Department policy in relation to graduate

student academic requirements and funding in consultation with the Graduate Subcommittee.

• Collaborate with Undergraduate Assistant and Program and Administrative Assistant, Black Studies on departmental communication, creating and/or forwarding program promotional information, responding to inquiries, advertising, and profiling graduate programs and activities on department social media accounts and website.

• Provides administrative support to faculty coordinating Gender Matters Speakers' series.

• Liaise with the School of Graduate Studies (SGS), keep records and report back to the Department on matters related to SGS policy, deadlines, procedures, opportunities, etc. Maintain and update filing systems, including archival information and confidential student records.

• Foster a positive and inclusive work environment that supports and promotes a culture where a diverse range of ideas and perspectives are incorporated into decision making.

#### REQUIRED QUALIFICATIONS:

• Completion of a three-year post-secondary program in a relevant field. Undergraduate degree preferred.

• Training and/or experience in supporting anti-racism, and EDI (Equity, Diversity and Inclusion) policy implementation.

• Previous relevant experience (2-3 years) in a responsible administrative position, preferably in a university or institutionally relevant setting.

• Knowledge of graduate admissions, academic regulations, policies and procedures, degree requirements, and support services. Knowledge of the Department of Gender Studies is an asset.

• Demonstrated commitment to promoting equity, diversity, inclusion, and social justice in the workplace.

• Advanced computer skills and experience, with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams), WebPublish (website), Adobe, Zoom, PeopleSoft, database programs, REDCap, and social media communication platforms. Demonstrated ability to adapt to new technologies.

• Consideration may be given to an equivalent combination of education and experience.

#### SPECIAL SKILLS:

• Demonstrates commitment to contributing to a high-performing team that is respectful and collaborative.

• Excellent communication (verbal and written) skills and interpersonal skills to deal with a wide variety of individuals in a helpful and professional manner, with an ability to write concisely for a variety of audiences. Strong presentation skills in order to present information about the Department's programs to internal and external stakeholders.

• Strong customer service focus; ability to meet the needs of a broad range of internal and external audiences both professionally and effectively with a proven ability to establish and maintain effective working relationships with others.

• Familiarity with PeopleSoft (HRAdmin, StudentAdmin, Finance and FAST)

• Organizational and time-management skills to ensure completion of administrative tasks with competing priorities, with strong attention to detail to achieve high level of accuracy in administrative reporting.

• Ability to think and act creatively, dynamically, and compassionately in a high-pressure, fast-paced work environment; ability to assess and resolve administrative problems, enhance policy decisions, and improve overall efficiency within the Department.

• Knowledge of academic programming and administrative practices combined with an ability to synthesize and organize academic information for the purpose of supporting students and reporting to program chair(s). Ability to convey information regarding degree requirements and regulations accurately to students, staff, and faculty.

• Strong interpersonal skills for interacting with individuals in a helpful and professional manner; demonstrated conflict resolution skills and ability to facilitate cooperation/support from diverse audiences.

• Demonstrated capability to cultivate and maintain positive relationships with internal and external stakeholders, handle issues with tact, discretion, diplomacy and provide assistance in handling confidential or sensitive matters.

• Ability to identify and respond to the needs and interests of varied audiences.

• Ability to take initiative, work with minimal supervision, and make independent decisions in the coordination of the department's programs with tight deadlines and frequent interruptions.

#### DECISION MAKING:

• Make recommendations regarding general office and graduate administrative procedures, including proposing workflow changes.

• Provides information and advice to students on routine course selection and options, progress through program, manual degree audits, degree eligibility, including checking for total credits, concentration credits, transfer credits, exclusions and outstanding letters of permission or other grades for the Graduate Chair's approval.

• Decide the appropriate action required for students who have an academic problem or query, determining the

urgency of student needs, and when to involve the Graduate Chair or appropriate advisors, or refer to appropriate university support services for crisis or personal counselling, health concerns, career questions, departmental advice or financial assistance.

Â· Determine when and if to release grade information ensuring conformity with the Registrar's policies and the Freedom of Information and Protection of Privacy Guidelines.

Â· Facilitate resolution of student, staff, and faculty difficulties in a timely, compassionate fashion.

Â· Determine best approach to facilitate and resolve issues in a professional manner.

Â· Identifies calendar copy changes and ensures appropriate approval is received.

Â· Determine appropriate content and format for program promotional material, website, social media, and blogs.

Â· Independently determine work priorities to ensure all commitments are met.

### **How to Apply**

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