

**Administrative Graduate Secretary
School of Health and Human Performance**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The School of Health and Human Performance is situated within the Faculty of Health. The school offers both undergraduate and graduate programs in Health Promotion, Kinesiology, and Recreation and Leisure studies. Reporting to the Administrative Manager, the Graduate Secretary supports three graduate programs, including secretarial and administrative support to both faculty and staff.

Key Responsibilities:

- First point of contact for prospective and current graduate students; assist students with inquiries regarding courses, timetables, GPAs, transfer credits, and academic regulations. Perform reception duties for the School and provide secretarial support to faculty, PTA lecturers and two administrators.
- Relieve the Graduate Coordinator of routine administrative matters. Clerically coordinate the graduate application and admissions process for three programs; follow up on missing documentation as required.
- Prepare scholarship application forms (FGS, NSERC, Killam, etc.); maintain records of funds committed to students.
- Maintain the graduate admissions database; monitor the progress of graduate students and advise the Graduate Coordinator of problems. Coordinate arrangements for thesis proposals/defences.
- Coordinate arrangements for special events and meetings (room bookings, scheduling, catering, minute taking, RSVPs, etc.).
- Assign graduate student offices, distribute keys, assign mailboxes and ensure students vacate offices as appropriate.

Qualifications: Business/office Administration diploma with a minimum two years' related work experience (or an equivalent combination of training and experience) is required. Excellent communication and interpersonal skills required. Organizational skills are essential as well as the ability to multi-task and set priorities. Proficiency in MS Office Suite required. Previous work experience in a university environment is preferred.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by 10 p.m. on April 17, 2018 to competition N77-18023.

Salary Range: \$22.28 - \$27.17 per hour (32.5 hours per week, \$37,647 - \$45,911 annually). (AS1)

This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU).

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect