

Undergraduate Program Assistant

Position Details

Position Information

Position Title Undergraduate Program Assistant

Department/Unit Computer Science

Location Halifax

Posting Number S17-19

Employee Group NSGEU Local 77

Position Type Regular, On-Going

Duration of Contract (if applicable)

Employment Type Full Time

Full-time Equivalency (FTE) 1.0

Salary \$38,689 - \$47,182

Classification C5

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

About Dalhousie University

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018

Job Summary

The Faculty of Computer Science (FCS) offers degrees tailored to match individual interests in a high-tech discipline at the forefront of innovation. Staff work with faculty members to help build a foundation for student success as students prepare, through academics and research, for a career in one of the world's hottest growth industries. Reporting to the Faculty Administrator, the Undergraduate Program Assistant will support the efficient day-to-day operation of FCS's undergraduate programs, serving as a resource for students, faculty and staff members.

Key Responsibilities

- Serve as a first point of contact for current and potential undergraduate students regarding a wide variety of areas including programs, application procedures and requirements, scholarships and bursaries, and university policies and procedures.
- Screen requests and schedule student appointments with the appropriate academic advisor.
- Administratively coordinate the FCS scholarship and awards management process and the NSERC Undergraduate Student Research Awards process. This includes providing information, collecting and distributing applications, results notification, and preparing associated documentation and payments.

- Monitor the academic progress of undergraduate students to ensure graduation requirements have been met, as well as for issues and potential scholarships/awards recipients. Notify Undergraduate Administrator of potential issues for follow-up.

- Support FCS co-op degree programs, assisting the Co-Op Advisor, confirming students are academically eligible, and registrations and applications are properly complete. Ensure work term reports are received, distributed and returned, following up as required.

Note

Qualifications

Completion of a business/office administration program, with approximately three to five years' relevant experience, ideally in a university environment (or equivalent combination of training and experience). Must be proficient in Office 365 (Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive). Familiarity with Banner and/or scanning software an asset. Demonstrated ability to prioritize and meet demands in a busy, deadline-driven environment. Strong attention to detail and record keeping skills are required. Must have demonstrated excellent communication (verbal and written) skills, and experience working with a wide range of internal and external clients.

Job Competencies

Additional Information

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.

Application Consideration

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.

Diversity Statement

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/hiringfordiversity.

Posting Detail Information

Number of Vacancies

One

Open Date

05/14/2019

Close Date

05/29/2019

Open Until Filled

No

Special Instructions to Applicant

Quick Link for Direct Access to Posting

<http://dal.peopleadmin.ca/postings/1400>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter