

Interdisciplinary PhD Graduate Secretary

Position Details

Position Information

Position Title	Interdisciplinary PhD Graduate Secretary
Department/Unit	Graduate Studies
Location	Halifax
Posting Number	S115-20
Employee Group	NSGEU Local 77
Position Type	Term
Duration of Contract (if applicable)	12 months
Employment Type	Part Time
Full-time Equivalency (FTE)	0.65
Salary	\$23.18- \$28.27 per hour (\$39,173 - \$47,772 per annum, 32.5 hours per week). This is a 65% FTE position, so annual salary will be pro-rated to \$25,462.45 - \$31,051.8 (21 hours per week)
Classification	AS1

Provisional Statement

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 Interdisciplinary PhD Graduate Secretary provides administrative support to the Interdisciplinary PhD (IDPhD) Program. The incumbent maintains good working knowledge of department and university policies and procedures in order to act as a point of contact for prospective and current students, and affiliated faculty members. The incumbent responds to queries and coordinates application and admissions processes for the IDPhD program, maintains student files and program statistics, maintains records of student funding/scholarships, monitors student progress, and coordinates orientation activities. The position reports to the Program Officer of Graduate Studies, but works to support the position of Director, IDPhD Program.

Key Responsibilities

- Respond to written and verbal inquiries regarding application process, prerequisites, general program information, funding, etc. Redirect matters of a specialized academic nature to the Director.
- Receive and log applications from the Registrar's Office, maintain data and communicate appropriately on the status of applications. Coordinate arrangements and compile pertinent data when required. Act as a resource person to the Admissions Committee as necessary.
- Set up and maintain confidential files on each applicant, follow up on missing documentation such as transcripts, ESL scores, reference letters, application fee. Maintain custody and ensure security of all confidential files during admissions process.

Calculate GPA to ensure eligibility.

- In consultation with the Director, establish departmental deadlines for completion of applications for university, provincial, federal, and Killam scholarships.
- Set up and maintain confidential records regarding funds committed to accepted applicants from all funding sources. Ensure Director's awareness of amounts available for disbursement and student eligibility.

Note

Qualifications

Business/ office administrative program with a minimum of three years experience (or equivalent combination of education and training). Proficiency in Microsoft 365 is required. Excellent professional and interpersonal communication, time management, attention to detail, multi-tasking, problem solving and organizational skills are necessary. Preference will be given to candidates with post-secondary work and Banner experience.

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 Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, 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	1
Open Date	08/11/2020
Close Date	08/25/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4167>

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