

Administrative Secretary, Admissions

Position Details

Position Information

Position Title	Administrative Secretary, Admissions
Department/Unit	Resource & Environmental Studies
Location	Halifax
Posting Number	S112-20
Employee Group	NSGEU Local 77
Position Type	Term
Duration of Contract (if applicable)	19 months
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$23.18 - \$28.27 per hour (\$39,173 - \$47,772 per annum, 32.5 hours per week)
Classification	AS1
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

As a leading institution for environment and resource-related scholarship in Canada and abroad, the School for Resource and Environmental Studies (SRES) has been working towards a more sustainable future for more than 40 years by offering graduate education in environmental management, science and policy. Reporting to the Director, the Administrative Secretary, Admissions provides support for graduate programs, with specific focus on research-based graduate admissions, maintaining a good working knowledge of department and pertinent University policies and procedures – in particular those related to Faculty of Graduate Studies as applied to admissions and scholarship allocations – in order to act as a resource person for prospective and registered students, as well as faculty.

Key Responsibilities

- Coordinate the graduate student admissions process, including responding to inquiries from prospective students regarding application process, funding and general program information, redirecting when necessary. Knowledge of Tri-council and Dalhousie funding mechanisms for research-based graduate students is key.
- Receive and log applications from Registrar's Office (Canadian, U.S., International); process acknowledgement letters; maintain current status data. Maintain Registrar's 2nd Entry Database on each applicant, follow-up on missing documentation.
- In consultation with the Graduate Coordinator, establish departmental deadlines for

completion and submission to Faculty of Graduate Studies, applications for various scholarships and Postdoctoral Fellow applicants. Compile scholarship and Postdoctoral applications, following up on missing documentation when required.

- Act as a resource person for registered students, assign mailboxes and desk space, monitor enrollments, and compile student data.
- Coordinate the academic timetable, gathering information and inputting it, consulting other departments for cross-listed courses. Review draft timetable for errors, and act as the primary contact for any questions or issues.
- Provide reception for the school, answering the telephone and greeting visitors.

Note This is a 19 month Term position with the possibility of conversion to a regular appointment subject to funding.

Qualifications Business/Office Administration diploma with at least two years' related administrative experience, preferably in a university setting (or an equivalent combination of training and experience) is required. Computer proficiency is required, especially Microsoft Office. Demonstrated interpersonal, communication and organizational skills are essential. Must have an attention to detail, as well as the ability to work independently. Understanding of either the Dalhousie or Tri-Council graduate student funding protocols will be an asset.

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	07/23/2020
Close Date	08/06/2020
Open Until Filled	No
Special Instructions to Applicant	
Quick Link for Direct Access to Posting	http://dal.peopleadmin.ca/postings/4027

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