

Temporary Vacancy Notice

Date Posted: August 3, 2011

Ryerson University is known for innovative programs built on the integration of theoretical and practically-oriented learning. More than 95 undergraduate and graduate programs are distinguished by a professionally focused curriculum and strong emphasis on excellence in teaching, research and creative activities. Ryerson is also a leader in adult learning, with the largest university-based continuing education school in Canada.

Ryerson is seeking an individual committed to high quality service to students, staff, and faculty for the following vacancy:

POSITION:	Graduate Program Administrator	POSITION NUMBER(S):	10001986
DEPARTMENT:	Yeates School of Graduate Studies	REPORTING TO:	Manager, Graduate Programs
START DATE:	August 22, 2011	END DATE:	August 22, 2012
GROUP:	OPSEU		
GRADE:	12	SALARY SCALE:	\$57,902.22-\$73,348.81
HOURS OF WORK:	36.25 hours per week		
NOTES:			

RESPONSIBILITIES

Provide overall administrative support services to Graduate Programs, Graduate Program Directors, Graduate Students and the School of Graduate Studies in order to promote efficient delivery of graduate program(s). Manages day-to-day activities for graduate programs(s), including maintaining data and preparing statistical reports; monitoring students progress and evaluating graduation eligibility; coordinating these defenses; coordinating GA, RA, Stipend funding; monitoring programs budgets; coordinating the activities between the Graduate Admissions Office and graduate admissions committees. Manages program communications, including the development and maintenance of web information.

QUALIFICATIONS

- Successful completion of a post-secondary degree and a minimum of 4 years university academic administrative experience dealing directly with faculty and students.
- Knowledge and experience working in a windows-based technical environment and basic database management experience. Experience using the Internet and working with web page maintenance are required. Keyboarding: 40 w.p.m. required.
- Sound knowledge of Ryerson admission processes.
- Demonstrated analytical experience is required to maintain data and prepare statistical reports; monitor student's progress and evaluate graduation eligibility; coordinate these defenses; and coordinate the activities between the Graduate Admissions Office and graduate admissions committees.
- A demonstrated commitment to client services specifically students, staff, faculty, and external contacts. Excellent communication and interpersonal skills, diplomacy, sensitivity and demonstrated professionalism are required to facilitate resolution to issues and effectively assist mature students, some of whom have different cultural backgrounds.
- Strong budgetary skills required to coordinate GA, RA, Stipend funding; monitor program budgets, conduct budgetary analysis, produce financial and statistical reports and resolve discrepancies in department budget accounts.
- Excellent office administrative skills, strong time management skills and attention to detail are required.
- Good judgment, decision-making, organizational and analytical skills and a commitment to maintain confidentiality are required to solve unforeseen daily operational problems.
- A very strong ability to work independently is required to manage the complex requirements of more than one program, prioritize and manage a significant workload, and to work in a team-based environment.

- NOTE:**
- Candidates may be asked to demonstrate qualifications through occupational testing.
 - Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.

SUBMIT RESUME ONLINE AT: <http://www.firefly.ryerson.ca/hr/careers/>

CONTACT FOR INQUIRIES: Donna Mangialardi, Recruitment and Retention Advisor, Ext 7293

DEADLINE TO APPLY: As soon as possible until filled

The complete description for this position is available for viewing in the Human Resources Department, Reception area.

Ryerson University has an Employment Equity Program and encourages applications from all qualified candidates, including Aboriginal Peoples, Persons with Disabilities, Members of Visible Minorities, and Women.