

Undergraduate Assistant

This position is responsible for the “Program”

Key Responsibilities:

- Serves as a point of contact for various inquiries related to the undergraduate program
- Provides support to the UG Associate Chair and Teaching Coordinators by:
 - Timetables and schedules for UG courses and labs
 - monitors enrollment, and making changes
 - provides administrative support for appeals and academic offence processes
- Develops *draft* TA assignments for approval by the UG Associate Chair
- Assigns and monitors workload of TA proctoring hours
- Provides administrative assistance to Department leaders, faculty members and departmental committees
 - e.g. Associate Chair, UG; UEC, CARD to support the smooth operation of the undergraduate program
 - e.g. scheduling and maintaining electronic calendars, assisting with booking rooms, providing required materials for meetings, developing and distributing communications
- Acts as the liaison with Science Academic Counselling, Office of the Registrar, etc.
- Administrative support various departmental events: including Analytical Poster Presentation Day, Chem 4491 Day, Visiting Speakers, Special Lectureships (3M, Pattison, Paul deMayo, Bancroft, Guthrie)
- Helps with the undergraduate and NSERC USRA award processes including assisting with award adjudication processes, providing support to the Awards Committee
- Maintain departmental award plaques
- Maintains departmental records
- Assist with Chem 4491
- Back-up grade submission
- maintains information for annual reports

- Helps with special projects for the Administrative Officer or Department Chair as required

Counselling Assistant

This position is responsible for the “Students”

Key Responsibilities:

- Student Counselling:
 - Handles all inquiries and counselling requests from undergraduate students,
 - provides triage support for student emails and counselling requests making decisions on and responding to routine inquiries
 - provides appropriate documentation to Faculty Counsellors
 - reviewing course outlines, student records, related permission forms, etc.
- Provides administrative support for all aspects of Chemistry 1301, 1302, 2213 and 2223
- Provides administrative support for remaining courses in chemistry
- Administers student questionnaire processes
- Scheduling courses, midterms, exams, tests, and special exams including booking rooms, maintaining calendars, preparing/scanning/copying materials as required
- Compiles and uploads grades electronically for approval and submission
- Maintains undergraduate website pages with current course information
- Maintains documentation and archiving information as required (e.g. course outlines, midterms, exams, grades)
- Department Receptionist - acts as a first point of contact
- Room Bookings for Faculty Group Meetings
- Monitors and orders office supplies
- Sorts and distributes mail
- Maintains photocopiers
- Plans and coordinates department social events
- Departmental Phone Directory
- Maintains notice boards and signage (door/hall signs, poster boards), directory boards, web listings and department email and mailing lists
- Updates Department Handbook
- Administrative support to the Administrative Officer as required