

Professional Position Description

Section I Position Information	Update Only <input type="checkbox"/> Classification Review X
Position Title	Graduate Awards Scholarship Liaison Officer (GASLO)
Position #	998768
Department	Faculty of Graduate Studies (FGS)
Classification Level	Excluded B
Reports to	Associate Dean, FGS
Effective Date	July 16, 2021
Position Summary Briefly describe the main purpose(s) of the position	<p>Reporting to the Associate Dean, the GASLO is responsible for all aspects of the management and administration of internal and external graduate scholarship competitions and processes in the FGS. The GASLO is the scholarship liaison officer for NSERC, SSSHRC, and CIHR and liaises with other organizations or agencies providing graduate scholarship support. The GASLO also liaises with the Office of the Registrar and Research Centre around other internal and external graduate awards and scholarship administration.</p> <p>The GASLO will work with University Relations and other AU units to promote awards and scholarship opportunities for graduate students, including planning and maintaining an FGS social media presence.</p> <p>A key responsibility of this position is to operationalize aspects of the FGS Strategic Plan related to graduate awards and scholarships by:</p> <ul style="list-style-type: none"> -increasing capacity of faculty to assist students with completing competitive awards applications -assisting students directly with awards applications -promoting internal/external awards to faculty and students -providing administrative support and mentorship to FGS Awards committee(s) -representing AU to external funders, including attending Tri-Agency meetings on student awards - updating external awards links and processes

Duties and Responsibilities

Organize by key responsibility area and include % of time spent where possible

70% Administration, coordination, facilitation, and support for graduate awards.

Co-ordinates and oversees the workflow, processing and operational activities associated with specific graduate student awards/scholarships competitions across AU, in particular the Tri-Agency Awards administered through external systems for the Tri-Agencies.

Ensures advertising of the awards occurs in a timely manner, which includes an understanding of social media marketing. Answers questions and provides advice to students and faculty members.

Reviews guidelines and updates for all funding from sources external to AU and ensure that all deadlines for applications and reporting are known and can be met.

Responds to, and tracks student email inquiries in relation to individual awards.

Maintains timelines for awards/scholarships, reviews submissions for completeness, requests follow up from the student (when applicable), arranges committee meetings, and is responsible for reporting information.

Plans and coordinates the adjudication of awards/scholarships with the FGS awards committee(s) in accordance with established processes, including developing a matrix for each award and calculating GPA.

Works across AU business units to ensure appropriate financial processing of awards.

Monitors academic progress of funded student accordingly to established parameters, so that funding eligibility is not negatively affected.

Identifies and addresses gaps in AU-wide graduate awards administration and recommends enhancements to existing processes and procedures that facilitate efficiency and effectiveness.

Working with the Associate Dean(s), plans outreach to students and faculty to offer webinars and training

opportunities to enhance the quality of awards applications and processes at AU.

Liaise with external funders and stakeholders.

Liaise with Tri-Agencies around arranging onsite regional information events.

Travel to or attend virtually annual Tri-Agency regional information meetings.

Liaise with other external bodies around process and application requirements. Be familiar with eligibility requirements for each award and ensure they are adhered to.

Liaise and coordinate with internal stakeholders.

Coordinating with internal stakeholders (Office of the Registrar and Research Centre) to keep FGS up to date, and to provide support for internal graduate awards administered by the OR as well as awards that are jointly administered (e.g., the Governor Generals Graduate award, AGES, etc.).

Coordinate with the OR to keep the OR website up to date on current external awards opportunities.

Working with faculty and program directors to promote and support awards opportunities and applications, processes, and administration.

With the Associate Dean(s), collaborate with OR to update policies and procedures related to graduate awards administration.

30% FGS Administrative duties

Provides back up / coverage for the Assistant to the Dean, which includes cross training and providing coverage on Budget related issues (forecasting, variance reports, router for expense claims) as well as FGS Faculty Council (governance).

Provides back up for the Administrative Assistant for day-to-day FGS activities.

Other duties as required or assigned.

Occupational Health and Safety	<p>Employees: Responsible for awareness of one's OHS related responsibilities as an AU employee and for participating in the AU OHS Program as required.</p>
Classification Factors	
Communication	<p>Communicate effectively and efficiently, in writing and verbally, with all University staff and external individuals.</p> <p>Must display diplomacy and tactfulness, respect individuals and maintains confidentiality.</p> <p>A high degree of accuracy is required.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Demonstrates understanding of FOIP policy.</p>
Supervision	<p>May help guide the Administrative Assistant when required.</p>
Impact of Service or Product	<p>The incumbent will have a substantial impact on the quality of service to students, faculty, and FGS Awards Committee(s). A poor decision could result in serious implication for students, staff, and the institution.</p>
Independence of Action	<p>The incumbent will work independently to determine the priority of the work required.</p> <p>The incumbent has the authority to independently resolve conflicts.</p> <p>The incumbent will have access to extremely confidential material and student information and is required to uphold the utmost degree of confidentiality.</p>
Complexity	<p>The incumbent will be expected to coordinate the service operations of the Graduate student awards/scholarships within FGS as well as institutional goals and objectives.</p> <p>The incumbent will work in a university level policy environment. Following Athabasca University and FGS policies and procedures is an expectation of this role.</p> <p>Decision making, analytical skills, relationship building, research and organizational skills are among the wide range of complexity required by the incumbent.</p>

Planning	<p>Prioritize work in a dynamic and constantly changing environment.</p> <p>Ability to effectively and independently research, analyze, prepare, and develop reports, presentations, and correspondence.</p> <p>Develop a plan for awards coordination across all university departments and personnel.</p> <p>The incumbent will be expected to adapt the long-range plans for FGS and Athabasca University to develop operational plans.</p> <p>The incumbent will be expected to initiate proposals for improvement of services and development of or modifications to procedures and suggest implementation of new procedures.</p>
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Signatures for Section I

Incumbent's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Section II Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent

An undergraduate degree and two years of progressively responsible experience in a post-secondary environment is preferred. A graduate degree or some graduate education would be considered an asset. Other combinations of education and experience may be considered.

Excellent written and verbal communication, interpersonal, time management, organizational skills, and the ability to manage multiple priorities at one time is essential.

Strong computer skills - the candidate should be proficient in the Office 365 environment: Word, Excel, MS Teams. The candidate should have a working knowledge or the willingness to learn the Banner, COGNOS and Degree Works systems.

Understanding of post-secondary level policies and procedures, especially those that pertain to administration of graduate programs is considered an advantage. A working knowledge of Graduate awards and budget related work would be an asset.

Demonstrated ability to perform detailed work accurately and timely, with minimal supervision.

Experience in a fast paced and continually changing environment as well as outstanding student customer service skills are essential.

Signatures for Sections I and II

Department Head Signature _____ Date _____

Executive Officer Signature _____ Date _____

Human Resources Review _____ Date _____