

The **Faculty of Graduate Studies** at the **University of Winnipeg** seeks to hire two admission assistants to assist with its Admission Office during the peak season of applications for graduate programs.

This position will be part-time (approximately 17.5 hrs/week at a rate of \$17.70/per hour) for ten weeks starting beginning January 2022.

Under the overall guidance and supervision of the Graduate Studies Recruitment, Enrolment and Student Tracking Officer, the position provides administrative support to review and process applications to graduate programs.

SPECIFIC DUTIES:

1. Reviews applications and supplemental documents for completeness and accuracy;
2. Generates correspondence to students and responds to their inquiries;
3. Tracks documents, organizes and maintains applicant files;
4. Uploads completed applications onto the shared drive so that Graduate Programs can review applications;
5. Follows up with accepted students to ensure they submit official transcripts and proof of English language proficiency (if applicable); and
6. Tracks application numbers for programs.

REQUIRED ABILITIES AND DISPOSITIONS:

- Highly motivated; detail-orientated;
- Ability to work under pressure and to take responsibility in meeting deadlines;
- Data entry experience;
- Strong communication skills and ability to work without direct supervision.

Preferred additional qualities:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Qualified and interested current and former graduate students of the University of Winnipeg are requested to submit their resume and a cover letter indicating why they are interested in the position no later than **December 10, 2021**, addressed to gradstudies@uwinnipeg.ca