

Graduate Program Administrative Assistant

Department of Biomedical Engineering
Code: 1256 Grade: 51

Position Summary: This position interfaces with many University departments to ensure effective day-to-day operations of the Post-Graduate Program for BME; provide assistance to faculty, staff and students.

Supervision and Direction Received: Receive minimal direction from the Department Chair and Department Administrator.

Supervision and Direction Exercised: As required by the Department Chair and Department Administrator.

RESPONSIBILITIES: All duties are essential.

Graduate Program Administration:

30% Student Support: Initiate and process appointment/reappointment forms, consult with faculty research advisors for terms of appointments; maintain graduate student database: assist students with advisory committee meetings, qualifying exams, seminar presentations; review graduate student registrations, advise students of policies and procedures; coordinate first-year exam schedule, prepare slides for faculty meeting to approve first-year exam results; organize Intro to Faculty presentations, generate and submit programs of study, first-year exam reports, and qualifying examination appointment and report forms; assist MS students with thesis defense paperwork; assist PhD students with submitting defense paperwork and monitor its progress in the PhD online system; create and submit new course and course change forms; compile data and complete various program surveys and training grant requests from other departments; provide certification and verification letters as requested.

30% Recruiting and Admissions: Assist Graduate Admissions Chair and Graduate Recruiting Chair; process applications through the online system Slate; produce periodic reports; correspond with prospective students. Organize BME Applicant Day(s) including scheduling faculty appointments and making hotel, meals, and transportation arrangements; coordinate individual visits for candidates as required; arrange with Dean's office to send offer letters and rejection notices; prepare visa paperwork for incoming foreign students; prepare and submit special fellowship applications for additional funding; arrange and conduct BME graduate student orientation session in August, prepare handouts, assist students with completion of paperwork, and inform students of policies and procedures. Organize and attend the annual BMES meeting.

Administrative Support:

20% Initiate and process appointment/reappointment forms for post-docs; generate and submit visa applications for international post-docs; monitor and approve payroll for post-docs; consult with primary investigators/faculty for proper salary distributions, ensure generation of distribution change forms as necessary. Process reimbursement forms for graduate students and postdocs. Supervise student office assistants when needed; assist with special Department events.

Committees and Meetings:

20% Administrative Support: Organize and attend monthly BME Graduate Committee meetings, maintain minutes and agendas; disseminate information to students as necessary regarding policy changes, responses to petition requests; assist Committee Chair in maintaining Graduate Handbook as required; attend Graduate Admissions meetings and take notes; assist with organizing Graduate Student Summer Seminar Series.; prepare and email departmental seminars notices; email other University-wide events to BME community; attend monthly faculty meetings and take notes.

Qualifications: Requires Bachelor's Degree and one year of relevant administrative experience or equivalent combination of training and experience.