

Counselling Assistant

This position is responsible for the 'Students'

Key Responsibilities:

- Student Counselling:
 - o Handles all inquiries and counselling requests from undergraduate students,
 - o provides triage support for student emails and counselling requests making decisions on and responding to routine inquiries
 - o provides appropriate documentation to Faculty Counsellors
 - o reviewing course outlines, student records, related permission forms, etc.
- x 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
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