

Associate Director, Graduate Awards Operations and Postdoctoral Affairs

Date Posted: 08/08/2025

Req ID: 44690

Faculty/Division: School of Graduate Studies

Department: Office of the Dean

Campus: St. George (Downtown Toronto)

Description:

Link to apply: <https://jobs.utoronto.ca/job/Toronto-Associate-Director%2C-Graduate-Awards-Operations-and-Postdoctoral-Affairs-ON/594710417/>

Position Summary:

As the Associate Director of Graduate Awards, Operations, and Postdoctoral Affairs at the University of Toronto's School of Graduate Studies (SGS), you will be a strategic leader who positively impacts the experience of over 20,000 graduate students, faculty, staff, and approximately 1,000 postdoctoral scholars across the University's three campuses. Reporting to the Director of Graduate Awards and Financial Aid, you will be a key member of SGS's leadership team, responsible for advising on and implementing new and innovative programs, business processes, and policies that support the implementation of SGS's policies, processes, and guidelines.

As Associate Director, you will collaborate closely with the Director and other team members to optimize workflows, devise strategies, and implement solutions that drive growth, innovation, and exceptional service quality. You will champion a culture of innovation, continuously seeking new ways to improve processes and enhance the graduate and postdoctoral experience. You will oversee the day-to-day operations of the Graduate Awards and Postdoctoral Services Offices, which are critical for the administrative and fiscal management of awards, funding, and financial support, all while aligning with the University's overarching vision. Your extensive registrarial experience will be essential in managing these functions, ensuring the seamless administration of services, and maintaining the highest standards of accuracy and compliance in student records and financial data management.

By effectively utilizing the University's primary systems for student data, finance, and payroll, you will play a key role in data management, analysis, and reporting, overseeing the maintenance and integrity of award records and related financial data to inform leadership and institutional decision-making.

Critical to your success in this role will be your ability to lead, motivate, and inspire teams, ensuring the efficient use of technology, administration, and project management to foster a culture of excellence, innovation, and positive stakeholder experiences. Experience in driving organizational change and implementing best practices will be highly valued. You will lead complex projects, such as process enhancements, policy changes, and the implementation of new best practices, utilizing advanced financial and analytical reporting skills to drive informed decision-making.

You will play an instrumental role in policy interpretation and development, requiring a deep understanding of university policies, collective agreements, and external regulations affecting the graduate and postdoctoral communities. Your role will involve active engagement with stakeholders—including faculty, staff, government, and other external partners—providing expert advice, fostering collaboration through partnerships and service agreements, and ensuring alignment with institutional policies and procedures.

Additionally, as Associate Director, you will provide leadership, fostering a collaborative working environment for the team delivering front-line support services. You will lead by example to build capacity, support staff, students, and postdocs, and provide leadership in advancing Indigenous, equity, diversity, inclusion, and anti-racism efforts to foster a greater sense of belonging for all community members.

Education and Qualifications:

- A Bachelor's degree or an acceptable combination of education and experience is required.
- A graduate degree in business administration, a PMP designation, registrarial experience, and/or experience in graduate education administration supporting academic leaders—along with in-depth knowledge of the University of Toronto's academic policies, governance structure, and organization—are assets.

- This role requires a candidate with at least five years of progressively responsible experience in a post-secondary educational institution, specifically in graduate education administration.
- The candidate must have a thorough understanding of the business processes and functions related to graduate and postdoctoral funding and administration, as well as demonstrated project management experience, including conducting research, reporting, developing strategies, implementing initiatives, and establishing best practices.
- The ideal candidate should also possess well-developed financial acumen, including financial analysis and reporting experience. This includes interpreting, applying, and administering a variety of financial, academic, and human resource policies and procedures, as well as related collective agreements.
- The candidate must also demonstrate the ability to lead through change and manage unionized staff within a complex environment.

About Us

The School of Graduate Studies (SGS) promotes University-wide inclusive excellence in graduate education, research and professional training to ensure high standards across the various academic divisions, as well as supporting postdoctoral fellows. SGS defines and administers University-wide regulations for graduate education. We share responsibility for graduate education with graduate units and divisions and operates through a system of collegial governance, consultation, and decanal leadership.

SGS also provides expertise and advice; reviews the design and delivery of programs; develops performance standards; supports access, equitable inclusion, fairness, and ethical conduct in graduate education; organizes services and financial assistance to graduate students; encourages a close and positive relationship between research and graduate instruction and represents the cause of graduate education at the University of Toronto and in the broader academic and general community.

More information about the School of Graduate Studies is available at: www.sgs.utoronto.ca

Closing Date: 09/07/2025, 11:59PM ET

Employee Group: Salaried

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone: PM 4 -- Hiring Zone: \$106,705 - \$124,491 -- Broadband
Salary Range: \$106,705 - \$177,843

Job Category: Administrative / Managerial

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.