

Administrative Assistant

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Technician/Administrative/Research/Agricultural

Administrative Assistant

Department of Economics and Finance, Gordon S. Lang School of Business and Economics

Temporary full-time from May 2024 to February 27, 2026

Temporary absence of the regular incumbent

Hiring #: 2024-0203

Please read the [Application Instructions](#) [1] before applying

Reporting to the Chair of the Department of Economics and Finance and the Associate Director of Finance and Operations for the Gordon S. Lang School of Business and Economics, the incumbent is responsible for the efficient and timely operation of the Department of Economics and Finance (DEF) and all support aspects of the Chair. The Administrative Assistant is accountable for both the financial management and human resource management in the Department: assists the Chair in managing the department's budget, completing forecasts and monitoring revenues and expenses; manages all actions related to purchasing and payables, travel and payment authorization, work orders, and journal entries; is responsible for day-to-day personnel management in the department; maintains and administers all department records for instructors and assists the Chair in hiring student support, sessionals and GTAs as per collective agreement guidelines, including drafting postings and letters of appointment, completing data forms and recording sick and vacation time; supervises one staff member and hires additional temporary staff as needed.

Requirements of the position include: One year Community College (undergraduate degree preferred) along with at least three years' related experience, or an equivalent combination of education and experience. An excellent understanding of academic programs including graduate program support, university policies and procedures, student support, administrative systems and financial systems and knowledge of HR policies and experience with university Financial Reporting System. Additional requirements include: experience with financial management and bookkeeping; ability to demonstrate conflict resolution skills; initiative, tact, professionalism, diplomacy, judgment, and able to maintain high levels of confidentiality with regards to sensitive matters; the ability to multi-task while maintaining a high quality of work; demonstrated excellent interpersonal, communication, organizational and problem solving skills; proficiency with desk-top software, advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), STATA, and web maintenance programming; ability to work in a fast paced environment with constant interruptions, ability to work effectively both independently and with a team; exceptional patience and enthusiasm; attentiveness to detail; ability to provide some IT support to faculty.

Covering Position Number 295-012

Classification OSSTF/TARA, District 35 Salary Band 5*

Salary Range \$26.72 - \$29.84 per hour

*Tentative evaluation; subject to final review.

At the University of Guelph, fostering a [culture of inclusion](#) [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are

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traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2024 04 24

Closing Date: 2024 05 08

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