The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Secretary

Department of Economics and Finance, College of Business and Economics
Hiring #2016-0079

Please read the Application Instructions [1] before applying

Reporting to the Chair of the Department of Economics and Finance and the Manager of Finance and Administration for the College of Business and Economics, the incumbent is responsible for the efficient and timely operation of the Department of Economics and Finance and all support aspects of the Chair. The Department of Economics and Finance (DEF) is a well-established academic unit in the College of Business and Economics. DEF currently has 26 faculty members, approximately 900 undergraduate students and 40 graduate students. The Administrative Secretary 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 union guidelines, including drafting postings and letters of agreement, completing data forms and recording sick and vacation time; supervises two other staff members and hires additional temporary staff as needed.

In addition, the incumbent: provides administrative support to the Chair by scheduling and prioritizing activities, drafting correspondence, screening and organizing incoming mail, screening and responding to or taking messages and preparing, collating and filing material related to various committee duties of the Chair; is responsible for organizing and maintaining Department files, including confidential personnel files; scheduling and preparing materials for various Department meetings, including those associated with tenure and promotion; prepares and coordinates classroom and teaching schedules; compiles and prepares course evaluation materials; arranges invigilation of exams; co-ordinates activities related to faculty recruitment, including advertisement of positions, correspondence with applicants, travel arrangements and itinerary preparation, and organization of seminars; and other duties as assigned.

Requirements of the position include: Community College diploma (undergraduate degree preferred) plus a minimum of three years’ related experience, or an equivalent combination of education and experience. An excellent understanding of academic programs, university policies and procedures, student support, administrative systems and financial systems and knowledge of HR policies and experience with university Financial Reporting System would be considered assets. Additional requirements include: experience with financial management and bookkeeping; ability to demonstrate conflict resolution skills; 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, especially Word and Excel, 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 IT support to faculty. Marketing and publishing skills would be considered an asset.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>295-012</th>
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<tr>
<td>Classification</td>
<td>OSSTF/TARA, District 35 Salary Band 5*</td>
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<tr>
<td>Salary Range</td>
<td>$23.73 Minimum (Level 1)</td>
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<td>$26.50 Normal Hiring Limit (Level 3)</td>
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<td>$32.11 Job Rate (Level 7)</td>
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*Tentative evaluation; subject to committee review

**Posting Date:** 2016 02 26
**Closing Date:** 2016 03 10

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