Project Administrative Assistant

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
Position covered by the Collective Agreement with USW Local 4120

Project Administrative Assistant

Geography
Temporary full-time from March 19 to July 18, 2016
Hiring #: 2016-0117

Please read the Application Instructions [1] before applying

Reporting to the Administrative Secretary to the Chair, the Project Administrative Assistant will support a variety of current and planned research and outreach initiatives in the Department of Geography. Activities pertaining to research include providing administrative support and financial monitoring and oversight on grants and funding applications supporting the Canada Research Chair in Global Food Security. Tasks will include expenditure forecasting and reporting, reconciling accounts and preparing reports to granting agencies. Assistance to the chair holder in the preparation of other forms of research applications and/or activity reports is also expected. In relation to outreach, the Project Administrative Assistant will be an integral player in the design, development and dissemination of geographic educational material targeted for the high school level via the Ontario Provincial Academic Geography curriculum. Assigned duties will include liaison with local and regional secondary school geography teachers to scope instructional needs and opportunities, as well as expectations to collaborate with Geography faculty in the design and development of grade appropriate educational materials. Finally, the Administrative Assistant will be called upon to provide period support in the planning and coordination of various public events (student recruitment, knowledge dissemination events etc.) pertaining to the Canada Research Chair program in Global Food Security.

Requirements of the position include: Undergraduate degree in a related area (Bachelor of Education strongly preferred) and up to 18 months related experience or an equivalent combination of education and experience; knowledge and familiarity with academic disciplines of Geography and Food Studies via either formal post secondary training or directly related employment experience. The successful candidate must also possess ability and experience in the creation of educational and external communications materials pertaining to research. The performance of administrative support duties will require competency in word processing, desktop publishing, spreadsheet applications and the University of Guelph Financial Reporting System (FRS).

Classification USW, Local 4120 Salary Band 5*
Normal Hiring Range $23.60-$26.37 per hour

*Tentative evaluation.

Posting Date: 2016 03 09
Closing Date: 2016 03 16

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