Academic Secretary

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

Academic Secretary

School of Hospitality, Food and Tourism Management
College of Business and Economics

Full-time Hours (Continuing Limited Term 9 Months) from August 1 to April 30

Hiring #: 2016-0099

Please read the Application Instructions [1] before applying

Reporting to the Administrative Assistant, the Academic Secretary in the School of Hospitality, Food and Tourism Management will be the main contact and support for faculty, staff as well as undergraduate and graduate students, visitors and various university staff entering the administration office of the school.

The Academic Secretary is responsible for supporting all undergraduate matters handled by the school. This includes compiling and preparing course evaluation material; grade submission; coordination of examination and invigilation schedules; uploading examination grades; ordering textbooks; and assistance with Awards and Scholarships.

The incumbent will assist in monitoring and maintaining information required for the departmental website and digital sign; provide general office support including processing work orders; ordering supplies; providing duplicating services; preparing and processing revenue remittances, coding invoices and other associated duties.

Requirements of the position include: One year post secondary education (in a secretarial or business administration program preferred) plus some related experience; or an equivalent combination of education and experience. Data base management and record keeping skills; word processing skills; and strong written and oral communication skills are required. Proficiency in MS Word, MS Excel and MS Access is required. Candidates must have excellent organizational, prioritization and multi-tasking skills and the ability to manage time-sensitive tasks and maintain accuracy and attention to detail in a timely manner in a fast paced environment with frequent interruptions. Candidates must respect and maintain strict confidentiality, be congenial, tactful and diplomatic.

Position Number    185-NEW
Classification         USW, Local 4120 Salary Band 3
Salary Range          $19.81 Minimum (Level 1)
                                      $22.12 Normal Hiring Limit (Level 3)
                                      $26.74 Job Rate (Level 7)

Posting Date: 2016 03 11
Closing Date: 2016 03 18

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply