Executive 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.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Executive Assistant

Faculty and Academic Staff Relations

Hiring #: 2016-0157

Please read the Application Instructions [2] before applying

Reporting to the Assistant Vice President, Faculty and Academic Staff Relations (FASR), the Executive Assistant is part of a team situated in the leadership hub of the University and is responsible to effectively and efficiently support and coordinate the work of this portfolio which includes: labour relations, recruitment, performance management and on-boarding activities for faculty, librarians, veterinarians, sessional lecturers, teaching assistants, service assistants, college professors, college research professors and college lecturers located in the 7 colleges, 32 academic units, Library and University of Guelph-Humber.

Leveraging comprehensive knowledge and understanding of the role of FASR within the institution, the Executive Assistant (EA) strategically manages the activities of the Assistant Vice President (AVP), ensuring critical business is executed in a timely manner. Often the client group’s first point of contact, the EA is responsible to manage and triage all inquiries to this office as well as perform other administrative duties such as: researching, analyzing, synthesizing, drafting or writing documents, providing briefing notes and reports, as well as coordinating special events and functions.

The EA utilizes knowledge of relevant policies and collective agreements in order to appropriately organize and manage confidential files and records including grievances and those related to collective bargaining activities. The EA also provides advice related to institutional policies, procedures and collective agreements for faculty, academic staff and administrators and is additionally responsible for facilitating immigration support for international academic hires and visitors.

A primary responsibility of the Executive Assistant is managing the on-line Sessional Lecturer and TA posting, application, and appointment system, and the tenure, promotion, and performance assessment system (eCV) for faculty. The EA creates and runs reports from these various systems, manipulates and analyzes large datasets and ensures consistency with respective collective agreements.

Requirements of the position include:

- An undergraduate degree with a major in a related field such as Human Resources or Business
Several years of related work experience providing executive level support in an academic environment, or an equivalent combination of education and experience

- Demonstrated understanding of the Ontario University System including knowledge of university governing principles, practices, culture and organizational structures
- Demonstrated knowledge and understanding of the role of faculty in a university environment
- Sensitivity to political nuances and implications
- Excellent organizational, analytical, written and verbal communication skills
- Demonstrated ability to foster and maintain relationships within a complex network of stakeholders, using problem solving, tact, diplomacy and discretion.
- Demonstrated ability to apply sound judgement in decision making
- Ability to respect and maintain confidentiality
- Ability to work effectively in a fast paced, high volume, constantly changing environment
- Advanced computer competency using the Microsoft Office suite; ability to manipulate large data sets

Position Number    004-025
Classification         P03*

Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review

Posting Date: 2016 04 08
Closing Date: 2016 04 15

Source URL (modified on 04/08/2016 - 15:33): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/executive-assistant

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