Associate Director (Operations)

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

Associate Director (Operations)

Ridgetown Campus

Hiring #: 2016-0203

Please read the Application Instructions [2] before applying

The Associate Director (Operations) is responsible for the planning, supervision, and management of financial budgets/accounts, campus administrative functions, oversight of the physical plant, and ancillary services. Key work activities include: (i) providing leadership in strategic planning for campus growth and administrative changes; (ii) responsible for the financial operations (revenue and expenses) for all operating budgets, research accounts, special purpose accounts and other business development accounts at Ridgetown; and (iii) operations management of Information Technology, residence, security, food services, recreation programs, campus library, student financial aid, physical plant including farm operations and research station operations (including Cedar Springs and Huron Research Station). In conjunction with campus executive, faculty, and staff, the incumbent will prepare minor capital submissions, organize the execution of the projects and monitor project expenditures.

The Associate Director (Operations) is a key member of the executive team supporting all campus work areas, including the Director, the Associate Director (Academic), the Manager, Business Development Centre, and the Manager, Communications and Advancement. The Associate Director (Operations) provides direct and effective lines of communication within the campus, the Ontario Agricultural College and other administrative units within the university. An important role of the position is to interpret university financial policies, procedures and practices for the staff, faculty and Director.

Requirements for the position include: Completion of an undergraduate degree in Business, Accounting, Finance or Commerce, with CPA, CGA or CMA designation, and a minimum of 7 years of experience. PMP would be beneficial. The successful candidate will be responsible for the financial accounting of all campus research, education and business development budgets which total $19M annually. Applicants should have proven knowledge of financial and accounting principles and procedures, be able to conduct financial analyses, and generate reports for decision making. A thorough knowledge of university budgeting, accounting, purchasing, and financial procedures would be a definite asset. An understanding of the Ontario agri-food sector and how research, education and training is funded would be useful. Strong interpersonal skills are required to deal with faculty, staff, students, administrators and the general public. Experience with building maintenance, contract negotiation and oversight would be beneficial. Because this is a senior position, the ability to supervise and manage staff (i.e. goal setting, monitor progress, conduct performance reviews, etc.) and resolve staff problems is essential.
Position Number    465-002
Classification         P08*

*Tentative evaluation; subject to committee review.

Posting Date: 2016 05 27
Closing Date: 2016 06 17

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