Administrative Assistant to Associate Dean Academic

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]

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

Administrative Assistant to Associate Dean Academic

Dean's Office, College of Social and Applied Human Sciences (CSAHS)
Temporary full-time from August 1, 2016 to September 30, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0241

Please read the Application Instructions [2] before applying

Reporting to the Associate Dean Academic (ADA), Dean’s Office, the Administrative Assistant position provides consistent and high quality administrative support to the ADA Office and manages the CSAHS student awards program. The incumbent is responsible for managing more than 150 undergraduate and graduate scholarships, bursaries and travel awards and overseeing the awards processes. In support of the ADA and CSAHS Alumni Affairs & Development (AA&D) Managers, the position plays a role in maintaining strong alumni and donor relationships with respect to awards; interacts regularly with academic units to develop, coordinate, promote and support the CSAHS awards systems and processes; encourages students to apply and assists with student selection; ensuring students meet eligibility requirements; prepares the annual awards financial forecast to determine award availability; planning, developing and coordinating the two annual awards events which includes booking hospitality, creating and sending out invitations, drafting speaker notes, attending the event to assist in the presentation and ensure the events run smoothly.

Managing his/her time effectively, the incumbent is able to anticipate the administrative support needs while taking the initiative to optimize the effectiveness and efficiency of administrative tasks. The incumbent will provide confidential administrative support; implement priorities established by the ADA; coordinate investigations of student academic misconduct; counsel students regarding academic policy; report to students and departments of Dean’s Honours List status; monitor, evaluate and recommend improvements to time management strategies for ADA and coordinate schedule; provide administrative support to college committees; make travel arrangements; maintain electronic and filing system; provide all administrative support to ADA.

In support of the CSAHS Dean’s Office: senior level of administrative support to Marketing Communications Manager (new position); assist in implementation of CSAHS branding and multi-year marketing and communications strategy; college web page editor; manage CSAHS social media accounts including the creation of original content in adherence to CSAHS social media policy; participate in university-wide committees. The incumbent will also provide financial support to the Manager, Finance and Administration including journal entry preparation, cheque requisitions, petty cash and high value purchase orders; back-up support to the CSAHS Dean’s Office including: HR

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Time Entry; coverage during absence of staff; backup support to Dean; and T&P support.

Requirements for the position include: One year community college (undergraduate degree preferred) plus 2 years related administrative experience, or an equivalent combination of education and experience. Experience with awards management and administration are essential for this position. A strong working knowledge of academic, financial, and HR policies and procedures would be considered an asset. Additional requirements include: excellent communication, both written and oral; organization and time management skills; the ability to handle multiple tasks and meet deadlines; strong analytical skills with attention to detail and accuracy is mandatory; advanced computer skills including expertise in Microsoft Office Suite and web posting processes.

Covering Position Number 250-016
Classification OSSTF/TARA, District 35 Salary Band 4
Normal Hiring Range $22.14 - $24.74 per hour

Posting Date: 2016 06 13
Closing Date: 2016 06 24