Administrative Assistant to the Director

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 the Director

School of Computer Science

Temporary full-time from July 2016 to June 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0266

Please read the Application Instructions [2] before applying

Reporting to the Director of the School of Computer Science and the Manager of Finance and Administration, College of Physical and Engineering Science, the Administrative Assistant is responsible for providing financial, human resources and administrative support to the School's Director, faculty, staff, and students in order to effectively manage the day-to-day operations of the School. The School is currently in a growth phase and is responsible for the delivery of two large undergraduate programs in computer science and software engineering as well as graduate programming. The School consists of approximately 25 faculty and staff, 15 sessional instructors, 40 graduate students, and 700 undergraduate students.

The Administrative Assistant is accountable for both the financial management and human resource management in the School: assisting the Director in managing the department’s budget, completing forecasts and monitoring revenues and expenses; managing all actions related to purchasing and accounts payables, travel and payment authorization, work orders, and journal entries; and maintaining financial files for the School. The incumbent is responsible for day-to-day human resources management in the school; maintaining and administering all human resource records for the School and assists the Director in hiring student support, sessional lecturers and GTAs as per union guidelines, including drafting postings and letters of agreement. The incumbent will process payroll, including completing data forms and recording sick and vacation time in HRER. The Administrative Assistant supervises 2 full time and 1 part-time administrative staff members as well as aids in coordinating new faculty/staff searches.

This role provides administrative support to the Director including but not limited to: scheduling and prioritizing activities, drafting correspondence, screening and responding to messages and preparing, and filing material related to various committee duties; coordinating all matters related to annual faculty T&P and performance reviews; liaising with the University’s central administration, working with Physical Resources to ensure that facilities are well kept, safe and secure. Maintaining statistical data and plays a key role in the preparation of reports ie. IQAP and Integrated Planning; and assists with special projects and other duties as they arise.
Requirements of the position include:

- One year Community College diploma in business and/or office administration or related field (undergraduate degree preferred) combined with two and a half years related work experience, or an equivalent combination of education and experience.
- Experience with financial management and human resources management is essential for this position; experience in higher education or the public sector would be an asset.
- A strong working knowledge of academic policies and procedures, as they relate to a teaching/research unit, would be considered an asset.
- Additional requirements include: excellent communication, both written and oral; demonstrated tact and diplomacy; ability to work as part of a team; 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.

Covering Position Number    289-051
Classification                        OSSTF/TARA, District 35 Salary Band 5*
Normal Hiring Range             $24.09 - $26.90 per hour

*Tentative evaluation

Posting Date: 2016 07 05
Closing Date: 2016 07 18

Source URL (modified on 07/05/2016 - 16:33): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/administrative-assistant-director

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