Administrative Secretary to Chair

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 Secretary to Chair

Philosophy Department, College of Arts

Temporary full-time from July 2016 to October 2, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0280

Please read the Application Instructions [2] before applying

Reporting to the Chair of the Philosophy department, the Administrative Secretary to the Chair is vital to the day-to-day operation of the department in delivering services knowledgeably, efficiently, and accurately to faculty, staff and students.

The position supports the department in various ways, including but not limited to: administering academic appointments, scheduling, course evaluations, monitoring the department operating budget, processing financial transactions, interpreting administrative policies, initiating and monitoring office maintenance, and acting as Secretary of the Departmental Council. In supporting the department chair, the Administrative Secretary provides support scheduling and prioritizing activities, drafting correspondence and maintaining filing systems within the office. The position provides functional supervision to one full time staff, and manages all contact with various stakeholders in a professional manner while demonstrating an exemplary level of service. The role maintains a close working relationship with the Dean's Office, maintaining and reporting on various departmental data and participating in college-wide administrative initiatives.

Requirements of the position include:

- One year Community College (Degree in Business Administration preferred) or equivalent, and several years related experience, preferably in a university administrative environment; or an equivalent combination of education and experience
- Demonstrated proficiency in using desktop software including Colleague, Oracle, WebAdvisor, and Microsoft Office Suite (Word, Excel, Office 365 etc.).
- Knowledge of financial services, awards and databases.
- Ability to prioritize duties in response to type and level of demand.
- Ability to multitask and work with frequent interruptions.
- Thorough understanding of academic policies, procedures and regulations would be considered an asset.
- Ability to provide leadership to practices and people.
Covering Position Number           280-020
Classification                               OSSTF/TARA, District 35 Salary Band 04*
Normal Hiring Range                    $22.14 - $24.71 per hour

*Tentative evaluation

Posting Date: 2016 07 06  
Closing Date: 2016 07 19

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current-opportunities/administrative-secretary-chair

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