Administrative Assistant to Chair/Faculty

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 Chair/Faculty

Shared Administrative Services (SAS)
Department of Pathobiology, Ontario Veterinary College

Temporary full-time from September 1, 2016 to December 31, 2016
Temporary absence of the regular incumbent

Hiring #: 2016-0290

Please read the Application Instructions [2] before applying

Reporting jointly to the Chair, Pathobiology and the Manager, Operations, OVC Shared Administrative Services (OVC SAS), the Administrative Assistant to Chair/Faculty (AACF) provides administrative and operational support in an academic department with a clear focus on service excellence. The AACF (Pathobiology) will help to ensure that core administrative services are delivered in a consistent and timely manner within the department.

The incumbent will play a key role as the first point of contact for department personnel as well as for visitors to the department. The AACF is part of a Shared Administrative Services (SAS) service team that provides support and back-up to other team members as circumstances and workload dictate.

As a key member of the SAS team located directly in Pathobiology, the AACF is responsible for:

- Providing administrative support to the Chair including all aspects of the Tenure and Promotion process
- Creating a client focused environment, ensuring the welcome of faculty, students and others who visit the department, assisting with inquiries or administrative tasks, and enlisting other SAS services as needed
- Providing administrative support to the Doctor of Veterinary Medicine (DVM) and Undergraduate Programs, both within department and the college, including all administrative activities while working to create a positive academic experience for the students
- Organizing, coordinating or completing administrative and operational activities for the department
- Serving as a liaison for the Chair, faculty and students to the other services within the SAS department
The incumbent must exercise flexibility and in dealing with a wide range of students, faculty and staff in the department.

Requirements of this position include: One year of related post-secondary education plus some related experience providing administrative support, preferably in an academic environment, or an equivalent combination of education and experience. Additional requirements include: excellent organizational and time management skills; excellent verbal and written communication skills; demonstrated sound judgment, discretion, tact and diplomacy; exceptional client service skills in a multi-stakeholder, fast-paced environment; strong initiative and decision making and creative thinking skills; proficiency with computers, MS Office (Word, Excel, Access) software; and ability to work independently and as part of a team. Experience in an academic environment and knowledge of standard operating and administrative procedures would be considered an asset. The incumbent will meet expected standards of confidentiality.

Covering Position Number 0206-009
Classification OSSTF/TARA, District 35 Salary Band 4*
Normal Hiring Range $22.14 - $24.74 per hour

*Tentative evaluation

Posting Date: 2016 07 13
Closing Date: 2016 07 26