Undergraduate Program Assistant

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
Position covered by the Collective Agreement with USW Local 4120

Undergraduate Program Assistant

Department of Plant Agriculture, Ontario Agricultural College

Temporary full-time from July 25, 2016 to April 30, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0293

Please read the Application Instructions [2] before applying

The Department of Plant Agriculture is Canada’s largest and most diverse applied plant biology department. It is a research intensive department dedicated to teaching excellence. Undergraduate program offerings include a BSc(Agr) in Crops, Horticulture and Turfgrass Science, a BSc in Plant Science, a BSc(Agr) in Organic Agriculture, and an Associate Diploma in Turfgrass Management. The department is also responsible for several core courses within the BSc(Agr) Honours Agriculture. The Undergraduate Program Assistant reports to the Administrative Officer for the Department and works closely with the Department Chair and Faculty, Undergraduate Curriculum Committee, and the Registrar’s Office to coordinate and support the undergraduate programs for the department.

The position is responsible for the efficient and effective operations of the department’s undergraduate programs and instilling an environment that supports student success. Specific duties include: course scheduling, classroom booking, implementing course cancellations or new offerings, exam scheduling, grade collection and submission, and coordinating the teaching evaluation process. This position also acts as a Liaison Assistant, working closely with the OAC Communications Manager, to coordinate promotional activities, special events, and web communications for the department. The Undergraduate Program Assistant is a valued member of the department’s administrative team and is essential to the sustained success of the department’s undergraduate programs.

Requirements of the position include:

- Completion of secondary school (community college preferred) and a minimum of 1 year of applicable experience, or an equivalent combination of education and experience.
- Experience in a fast paced office environment, preferably in a front-line academic setting, with exposure to a wide variety of policies, procedures, and systems.
- Excellent verbal and written communication skills to correspond with a diverse group of people, including faculty, staff, students and the public.
- Proven independent judgment for decision making, task prioritization, time and disruption management while dealing with multiple conflicting priorities and deadlines.
Undergraduate Program Assistant

Published on Human Resources (https://www.uoguelph.ca/hr)

- Strong computer and general office software skills.
- The ability to master and adapt to specialized software and systems at the University of Guelph is considered an asset.
- Familiar with social media communication tools, such as twitter, and web publishing.
- Existing knowledge of undergraduate procedures and policies at an Ontario University considered an asset.

Covering Position Number: 0128-077
Classification: USW, Local 4120 Salary Band 3
Normal Hiring Range: $20.20 - $22.55 per hour

Posting Date: 2016 07 20
Closing Date: 2016 07 27

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