Administrative Assistant to the AVP of Research

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 AVP of Research

Office of Research
Temporary full-time from October 2016 to November 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0302

Please read the Application Instructions [2] before applying

Reporting to the Associate Vice-President Research Services (AVPR), the incumbent is responsible for providing all administrative support to the AVPR by scheduling, preparing background materials, drafting correspondence, acting as liaison, managing file systems, and event planning; coordinating the activities of the AVPR including travel arrangements; directing and coordinating all communications from the AVPR and serving as a primary resource for both internal and external contacts; serving as the coordinator and recording secretary (monthly); tracking, reporting, and reconciling the budget for all departments reporting to the AVPR (including preparing the year end budget forecast and other financial reports as needed); initiating and processing various University requisitions, and providing HR administrative support for departments reporting to the AVPR (coordinating hiring searches, keeping abreast of HR policies and collective agreements, tracking employee vacation and sick time, processing payroll, etc); providing technical and functional guidance to staff within the office; and other duties as assigned.

Requirements of the position include: minimum one year community college (undergraduate degree preferred) in Business Administration or related subject, and several years senior administrative experience, or an equivalent combination of education and experience; demonstrated computer proficiency including; Microsoft Office Suite (Word, Excel, Access, Powerpoint, Outlook 365), FRS, and other University-based information systems including HR and payroll; excellent communication and writing skills; demonstrated ability to take minutes and meeting notes; excellent organizational and time management skills; strong attention to detail and ability to work independently as well as part of a team. Experience or familiarity with research and policies as well as administrative management systems associated with University-based research is considered an asset.

Covering Position Number 545-027
Classification OSSTF/TARA, District 35 Salary Band 5
Normal Hiring Range $24.09 - $26.90 per hour

Posting Date: 2016 07 27
Closing Date: 2016 08 10

Source URL (modified on 08/09/2016 - 12:35): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/administrative-assistant-avp-research

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