Administrative Officer

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]

Professional and Managerial Group

Administrative Officer

Department of Plant Agriculture
Ontario Agricultural College

Hiring #: 2016-0301

Please read the Application Instructions [2] before applying

The Department of Plant Agriculture has faculty, staff and graduate students located on the Guelph, and Ridgetown, Campuses at the Simcoe and Bradford Research Stations, and at the Vineland Research and Innovation Centre. Plant Agriculture is a large and vibrant department, with 34 faculty members, approximately 30 regular full-time staff members, 110 graduate students and a large number of contractual, seasonal and student employees.

Reporting to the Chair, the Administrative Officer manages the day to day operations of the Department of Plant Agriculture and participates fully in the strategic planning activities of its Executive Advisory Committee. The incumbent will be responsible for developing strategies and systems to achieve Departmental financial goals, monitoring and managing an operating budget of approximately $7.5M and research accounts of $12.7M, and overseeing revenue generation activities for the Department and the Guelph Turfgrass Institute.

The Administrative Officer also plays an important role in administering departmental human resource activities, including ensuring adherence to employee agreements and establishing departmental policies. Finally, the Administrative Officer is responsible for supervising and managing the office staff.

Requirements of the position include a degree in business administration and/or human resource management, plus a minimum of 5 years related work experience or an equivalent combination of education and experience. While not required, a professional accounting designation would be an asset. Experience with financial management and human resource management are essential for this position. A strong working knowledge of University of Guelph policies and procedures, as they relate to a diverse teaching/research Department, would be considered an asset. The ideal candidate will possess excellent skills in the areas of organization, communication, strategic planning, team-building and highly-developed interpersonal skills. Candidates should demonstrate professional judgement, tact, diplomacy and the ability to work both pro-actively and re-actively under tight time-frames and competing priorities. Very strong computer skills, as well as strong analytical, financial and management skills are all essential to this position.

Position Number 0128-034
Classification P05
Professional/Managerial Salary Bands [3]
Posting Date: 2016 07 29
Closing Date: 2016 08 19

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