Secretary to the Assistant Dean/Executive Director

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

Secretary to the Assistant Dean/Executive Director

Executive Programs, College of Business and Economics
Hiring #: 2016-0339

Please read the Application Instructions [2] before applying

Reporting to the Administrative Assistant, College of Business and Economics, the Secretary will be responsible for providing senior level administrative support to the Assistant Dean & Executive Director, Executive Programs, in the College of Business and Economics. Specific responsibilities include: scrutinizing and prioritizing all incoming mail, drafting replies for routine correspondence, arranging and coordinating the Assistant Dean and Executive Director’s schedule, supporting Executive Programs events, and acting as secretary to the MA(Leadership) and MBA Program Committees as well as the Leadership Advisory Board. Other duties include reception, processing purchase orders and requisitions, payment of invoices, processing revenue remittances, cheque requisitions and reconciling month end FRS statements as well as advertising for Sessional Lecturers for the MBA and/or MA (Leadership) Programs and scheduling Executive Program courses for fall, winter and spring semesters. Will also be required to assist with the administration of graduate applications and admissions.

Requirements of the position include: some post-secondary education in a related field and a few years of related experience. An undergraduate degree or community college diploma is preferred. The ability to make decisions using integrity and sound judgment is essential. Demonstrated ability to work harmoniously with a variety of groups under tight deadlines; maintain a high level of confidentiality and a high level of discretion and tact to deal with confidential and sensitive matters and the ability to multi task. The successful candidate will demonstrate excellent interpersonal skills which are crucial for contact with faculty, students and external stakeholders; strong communication skills; ability to work well independently and within a team. An understanding of academic programs, university policies and procedures, and administrative systems will be considered an asset. Strong computer skills, including advanced knowledge of Microsoft Office products is essential.

Position Number    0592-006
Classification        OSSTF/TARA, District 35 Salary Band 4
Salary Range        $22.14 Minimum (Level 1)
$24.74 Normal Hiring Limit (Level 3)
$29.94 Job Rate (Level 7)

Posting Date: 2016 08 12

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Closing Date: 2016 08 25

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