Administrative Secretary to the 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

Administrative Secretary to the Director

School of English and Theatre Studies, College of Arts
Temporary full-time from August 29, 2016 to July 14, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0348

Please read the Application Instructions [2] before applying

Reporting to the Director, School of English and Theatre Studies, the Administrative Secretary to the Director is vital to the day-to-day operation of the School in delivering services knowledgeably, efficiently, and accurately to faculty, students and staff.

The position supports the school in various ways: by administering academic appointments, scheduling, course evaluations, monitoring the school’s operating budget, processing financial transactions, overseeing HR administration in the school, interpreting administrative policies, initiating and monitoring office maintenance and supporting the administration of the MFA, Creative Writing. In supporting the school’s director, the Administrative Secretary provides support for scheduling, correspondence and filing systems and administers the tenure, promotion and performance processes at the department level. The position provides functional supervision to two full-time secretaries and one half-time secretary, supporting grade submission, graduate student management, and general office administration. The position manages contact with various stakeholders in a professional manner, demonstrating an exemplary level of service. The role maintains a close working relationship with the Dean’s Office, providing reporting on various departmental data and participating in college-wide administrative initiatives.

Job Requirements

- One year Community College (Degree in Business Administration preferred) or equivalent
- Several years related experience, preferably in a university administrative environment; or an equivalent combination of education and experience
- Proficiency in using desktop software including Colleague, Oracle, Windows, Word, Excel, WebAdvisor, Office 365, etc.
- Knowledge of financial services, awards and databases.
- Ability to prioritize duties in response to type and level of demand
- Ability to multitask and work with frequent interruptions
- Thorough understanding of academic policies, procedures and regulations
Ability to provide leadership to practices and people

Covering Position Number    269-033
Classification            OSSTF/TARA, District 35 Salary Band 4
Normal Hiring Range       $22.14-$24.74 per hour

Posting Date: 2016 08 19
Closing Date: 2016 08 26

Source URL (modified on 08/19/2016 - 13:49): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/administrative-secretary-director

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