Administrative 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
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant

School of Hospitality, Food and Tourism Management

Hiring #: 2016-0356

Please read the Application Instructions [2] before applying

Reporting to both the Director of the School of Hospitality, Food and Tourism Management and the Manager, Finance and Administration, College of Business and Economics the Administrative Assistant is responsible for providing all aspects of administration to the Director and School in an efficient and timely manner. The incumbent is accountable for all aspects of financial management including: analysis of financial reports for both the School and PJ’s Restaurant; preparation of budgetary forecasts and reconciliation of revenue and expense transfers. In addition, the incumbent is responsible for all aspects of human resource management including: hiring of sessional faculty and students; tracking employee sick time and vacation, processing payroll; providing administrative support to the Director in coordination of faculty searches and direct supervision of two-office personnel. The Administrative Assistant provides administrative support on all matters relating to the Tenure and Promotion process, and the preparing and distribution of information for faculty meetings. The incumbent will play a leadership role in the initiation of scheduling undergraduate and graduate courses as well as providing technical support and functional guidance to faculty within the School.

Requirements of this position include: Completion of 1 year post-secondary education (university degree preferred) and a minimum of 3 years work experience preferably in an academic environment. A high level of diplomacy, tact, judgment and the ability to multitask while maintaining a high quality of work are necessary attributes. Experience of financial management and human resource management are essential for this position. Attention to detail, strong organization skills and proven ability to prioritize a challenging workload, the ability to work effectively both independently and with a team, excellent oral and written communication skills, are required. Preferred candidates will demonstrate an understanding of university policy and procedures, and university information systems (for example, HRER and FRS). Experience with Microsoft software is essential.

Position Number         185-002
Classification               OSSTF/TARA, District 35 Salary Band 5
Salary Range              $24.09 Minimum (Level 1)
                            $26.90 Normal Hiring Limit (Level 3)
                            $32.59 Job Rate (Level 7)