Academic Services/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 Includes U of G Among Canada's Top Employers

Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Academic Services/Assistant

**Ridgetown Campus, Ontario Agricultural College**

**Temporary full-time from July 31, 2017 to August 31, 2018**

**Temporary absence of the regular incumbent**

**Hiring #: 2017-0294**

Please read the [Application Instructions](#) before applying.

The University of Guelph, Ridgetown Campus is located in the town of Ridgetown, midway between London and Windsor, Ontario.

Reporting to the Associate Director (Academic), Academic Services/Assistant provides support to diploma and certificate students with disabilities that require accommodations. As a member of a dynamic team, the Academic Services/Assistant will handle student/parent inquiries, develop accommodation plans, arrange student visitations, correspond with case workers, and manage day-to-day operations such as arranging test times and invigilating exams. The incumbent will work with other academic experts in the area of student teaching and administration and be responsible for handling confidential course evaluations, assisting the Associate Director with student appeals, arranging supplemental exams, and writing probation letters. Other duties assigned to the position may include assisting with the Peer Helper program, the Graduation Planning Committee, and Student Recruitment.

Requirements for the position include: Completion of a two year Community College program (Bachelor’s degree preferred) plus 3 years of progressive experience in an academic setting, ideally working with post-secondary students possessing disabilities that require accommodations or an equivalent combination of education and experience. The successful candidate must have advanced knowledge of various software programs, including but not limited to Microsoft Office and databases (e.g. Access). Further, the successful candidate must be familiar with and be able to operate office equipment including photocopiers, scanners, assistive technology software (Kurzweil, Dragon Naturally Speaking, Inspiration, Jaws, etc.). The successful candidate must be able to work both independently and as part of a team. He/she should possess superior organizational skills, be able to exercise initiative, tact, and diplomacy when dealing with students, faculty and staff. Confidentiality must be maintained in all aspects of the position. An understanding of the university academic environment and culture is an asset.

Covering Position Number 0462-018
Classification OSSTF/TARA, District 35 Salary Band 5
Normal Hiring Range $24.56 - $27.42 per hour
Academic Services/Assistant  
Published on Human Resources (https://www.uoguelph.ca/hr)

Posting Date: 2017 07 05  
Closing Date: 2017 07 18

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/academic-servicesassistant

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