Administrative Assistant to the Chair/Faculty

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

OVC Shared Administrative Services

Hiring #: 2017-0432

Please read the Application Instructions [1] before applying

Reporting jointly to the Administrative Manager and department Chair in Pathobiology, the Administrative Assistant to the Chair/Faculty (AAC/F) is located directly in the academic department and provides administrative support to the Chair and Faculty. The AAC/F interacts with a wide range of individuals including students, faculty and staff in the department and beyond. As a key member of OVC’s Shared Administrative Services (SAS), the incumbent is a member of a team of Administrative Assistants who share best practices and procedures for consistency across all departments. The role is part of the SAS service team that supports and back-ups other team members as circumstances and workload permit; in that capacity the AAC/F reports primarily to the Administrative Manager. This position offers a meaningful career opportunity working as part of a dynamic team.

Specific responsibilities include:

- Creating a client focused environment, ensuring faculty, staff, students and visitors who come directly into the department are met in a professional manner, assisting them with inquiries or administrative tasks, and enlisting other OVC SAS services as required.
- Supporting the Chair in all aspects of his or her administrative responsibilities including the annual and biennial tenure, promotion and performance processes.
- Supporting the DVM and undergraduate Programs, both within the department and the college, including all administrative activities that create a positive academic experience for the students.
- Organizing, coordinating, or completing administrative and operational activities for the academic department.
- Serving as a liaison for the Chair, faculty and students to the other services within OVC SAS.

Requirements for this position include: One-year Community College diploma (an undergraduate degree in any discipline is preferred or a College diploma related to office administration) and one year previous experience or an equivalent combination of education and experience. Candidates should have excellent written and oral communication skills and be a quick learner eager to explore new technology, processes, and procedures in order to collect and input data. Experience in Adobe Acrobat, Microsoft Office (Word, Excel, PowerPoint) software is required. Familiarity with an academic environment would be an asset.

Candidates should be able to demonstrate:

- Strong problem solving skills with effective communication and interpersonal skills
- Excellent organizational and time management skills
• Ability to multi-task and adapt quickly in a fast paced environment with constant interruptions
• Ability to work effectively both independently and within a team
• Ability to exercise initiative, tact, discretion, flexibility and diplomacy
• Familiarity with the application and interpretation of university policies and procedures
• Broad experience in administrative support, attention to detail and the ability to follow best practice while also recommending efficiencies for consideration when appropriate
• Ability to recognize and proactively consider the interoperability of all actions

Position Number 206-009
Classification OSSTF/TARA, District 35 Salary Band 4
Salary Range $22.57 Minimum (Level 1)
   $25.22 Normal Hiring Limit (Level 3)
   $30.52 Job Rate (Level 7)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review

Posting Date: 2017 09 05
Closing Date: 2017 09 18

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/administrative-assistant-chairfaculty

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