CRC and Trust Fund Account Assistant

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Office, Clerical and Technical

CRC and Trust Fund Account Assistant

Department of Geography / School of Environmental Sciences

Temporary full time from December 1, 2017 to May 19, 2018

4 days per week (28 hours per week)

Hiring #: 2017-0582

Please read the Application Instructions before applying

The Department of Geography and the School of Environmental Sciences (SES) requires a Trust Fund Account Assistant responsible for coordinating trust fund research accounts for the affiliated faculty members in each unit. These faculty members both lead sizeable, active and diverse research and extension programs funded from a range of sources, including federal and provisional government, grower organizations, charitable foundations and non-profit organizations. These duties include monitoring expenditure for these trust funds, ordering research supplies, supporting recruitment and human resources needs of research staff and students, supporting the faculty member and their respective research teams in arranging business travel and reimbursement of associated expenses. The position will also involve some organization of research and extension events, and wider communications from both teams.

Requirements of the position include: One year post-secondary education in business, office administration or accounting and six months prior related experience or an equivalent combination of education and experience; familiarity with excel spreadsheets; strong communications skills, good time management skills, ability to meet deadlines, high degree of accuracy and detail.

Grant/Trust Fund
Classification Grant/ Trust fund position, Band 3* (excluded grid)
Normal Hiring Range $19.91 - $22.24 per hour

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 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

Posting Date: 2017 11 15
Closing Date: 2017 11 27

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