Administrative and HR Assistant, Research Facilities Management

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

Administrative and HR Assistant, Research Facilities Management

AVP Research Strategic Partnerships, Office of Research

Hiring #: 2017-0575

Please read the Application Instructions [1] before applying

Reporting to the Director, Research Facilities Management and OMAFRA / UofG Agreement, the position of Administrative & HR Assistant, Research Facilities Management exists to provide administrative services to the UofG animal research system as well as to the Managers of Guelph campus and local area research facilities. This includes significant interaction with the Campus Animal Facilities (CAF) Manager and to a lesser extent with the managers of the livestock and crops research stations located at Alma, Arkell, Elora, Ponsonby, Bradford, Guelph (GTI), Simcoe, & Woodstock, and with individuals engaged in management of on-campus departmental- or college-run animal facilities.

The incumbent requires a comprehensive understanding of the University’s strategic directions for animal use in research, as well as the objectives of the directorate, in order to ensure regulatory compliance and to facilitate administrative response, support of the management of the on-campus animal facilities, and information maintenance. Broad areas of accountability include: Management of cost recovery, accounting and budget development for Campus Animal Facilities (Central Animal Facility and pathology research Isolation Unit) including monitoring expenditures, reconciling FRS reports, preparing quarterly and year-end projections and financial progress reports based on year-to-date revenue and expenditures; Oversight and support in all Human Resources related matters for CAF/IU including preparing and approving employee data forms and processing payroll, and supervision of support staff, including oversight of animal acquisition for research projects in Campus Animal Facilities, acquisition of goods and services, accounts payable processes and providing direction in the accomplishment of the related activities; Periodic updating of Memoranda of Agreement, between the Office of Research and the department or college operated on-campus animal facilities is also a key role.

The Incumbent also provides extensive support to managers of Guelph-area OMAFRA Research Stations through: Developing, periodic updating and revision of Job Fact Sheets for all staff at these locations (approx. 70 positions) to appropriately reflect current job duties, descriptions and requirements; Submission of these for banding re-evaluation as needed; Updating organization charts and related HR documentation; And development and compilation of hiring packages for filling of vacancies at these locations.

Requirements of the position include: completion of a two-year Community College program in Business or Office Administration or an undergraduate degree in business administration, plus three years of relevant administrative experience, or an equivalent combination of education and experience. Additional requirements include: experience with human resources management,
excellent interpersonal and written and verbal communication skills; experience with financial management, budget development, UofG’s FRM (Financial Record System), ADI and budget journal entry procedures, iProcurement system, and HR systems; strong computer skills including expertise in Microsoft Office Suite and email systems; sound judgment, initiative, and the ability to exercise tact, diplomacy, discretion and professionalism, and knowledge of pertinent legislative and regulatory requirements applicable to animal research (i.e., Canadian Council on Animal Care, Ontario Animals for Research Act, etc.).

Position Number         544-008  
Classification OSSTF/TARA, District 35 Salary Band 6*  
Salary Range  $26.51 Minimum (Level 1)  
                $29.62 Normal Hiring Limit (Level 3)  
                $35.86 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 11 20  
Closing Date: 2017 12 01

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/administrative-and-hr-assistant-research-facilities-management

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