Program Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Program Assistant

Student Life

Temporary full-time from January 29, 2018 to April 30, 2019
Temporary absence of the regular incumbent

Hiring #: 2018-0003

Please read the Application Instructions [1] before applying

The Department of Student Life, comprised of several areas including, Community Engagement & Global Citizenship, Leadership Education & Development, Office of Intercultural Affairs (International, Aboriginal Resource Centre, Multi-Faith), Student Transition Office, and Off-Campus Living, along with the Director’s office, delivers a range of programs and services designed to promote learning that has a lasting and transformative impact on students and communities. Reporting to the Leadership Education & Development Advisor within the Director’s Office, the incumbent plays a critical role in ensuring that key programs and services are implemented efficiently and effectively, records pertaining to Peer Helpers and program participants are accurately maintained, and materials promoting the department and its offerings are accurate, appealing, and effective.

The Program Assistant provides administrative support to approximately 30 programs and services that span the department, including the Peer Helper Program, StartonTrack, Gryphons Read, GryphLife, Project Serve Guelph and Canada, and Bounce Back. Specific duties include: maintaining approximately 285 confidential Peer Helper files and alerting the Peer Helper Program Coordinator to any discrepancies or performance issues of concern, serving as the first point of contact for over 30 staff and faculty supervisors, Peer Helpers, applicants, and alumni; completing necessary paperwork to ensure that Peer Helper honoraria cheques are initiated, reconciled and distributed in a timely manner; managing all logistical arrangements surrounding the recruitment, interviewing and placement of Peer Helpers, students in local, national and international service learning placements, and students in mentorship relationships; making all the necessary logistical arrangements for departmental and program specific core training, including Peer Helper core training, service learning pre-departure training, and associated activities each semester; coordinating departmental participation in resource and involvement fairs, events and activities; recording minutes at committee and advisory group meetings; regularly maintains and updates Drupal-based departmental websites, including updating the functions and content; summarizes program evaluations and assessments for inclusion in departmental statistical reports; designs and maintains interactive templates for staff use (i.e. room bookings, statistics recording, planning requirements); creates, maintains and manipulates program specific databases using Colleague, Access and other programs in order to generate reports; maintains training and access databases to secure completion of training requirements (including AODA training) and computer/network drive access for students and staff, maintaining accuracy and confidentiality within these databases and reports (as required); and associated duties.

Requirements of the position include: Community College (1-year diploma in a related field preferred), combined with a minimum of two years’ administrative and computer experience, or an equivalent combination of education and experience. Advanced knowledge of various computer programs including Word, Excel, desktop publishing software, and online newsletter programs, along with Drupal online programming and Colleague required. Demonstrated ability to take direction, work with a high degree of accuracy and attention to detail is imperative. The incumbent must
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exercise tact and diplomacy, have demonstrated ability to work well independently and efficiently in a deadline-driven, high energy, busy environment with competing demands, and excel at multi-tasking, problem-solving, and trouble-shooting. Knowledge of university policies and procedures, and the student-centred focus of our programs, services and mission in Student Life is an asset.

Covering Position Number  530-011
Classification USW, Local 4120 Salary Band 3*
Normal Hiring Range $20.50 - $22.89 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 [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: 2018 01 08
Closing Date: 2018 01 15

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

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