Assistant Manager, CSAHS Dean’s Office

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Professional and Managerial Group

Assistant Manager, CSAHS Dean’s Office

Dean’s Office, College of Social and Applied Human Sciences

Hiring #: 2018-0041

Please read the Application Instructions [1] before applying

The College of Social and Applied Human Sciences is a dynamic and diverse college with a long history of commitment to hands-on learning, socially responsive research, local and global community engagement, and mobilization and exchange of knowledge. The College is one of the University’s founding colleges and traces its roots back to Macdonald Institute, founded in 1903 to educate young women in domestic sciences and thus improve the health and well-being of families and society. Today, the College’s vision is to be a leader in world-class, integrated scholarship that addresses critical, complex issues facing our world.

Reporting to Manager, Finance and Administration, the Assistant Manager supports the Dean’s Office in the College of Social and Applied Human Sciences (CSAHS). The incumbent serves as the first point of contact for college administrators, managers, department chairs and directors to provide advice, guidance and training for all human resources related matters including; drafting all request to hire/recruit packages for review; ensuring hiring processes and procedures are adhered to; preparation of background materials for faculty/staff grievances; managing the college Tenure and Promotion cycle; training of new departmental administrators; and ensuring adequate office resources are available at all times. The Assistant Manager provides both direct supervision (2) and functional supervision (11) to CSAHS staff.

The Assistant Manager provides administrative support to the Dean and the Manager, Finance and Administration including; preparation of highly confidential correspondence; prioritizes incoming requests (electronic/phone) ensuring further action as appropriate; prepares agenda, notes and follow up correspondence for Dean’s Council; reviews and approves college expense claims and purchases to approved limit; assumes overload for financial transactions as required; manages travel and college event arrangements; and manages special projects as assigned.

Requirements of the position include: Two (2) year community college in a related field (undergraduate degree in Administration or Human Resource Management preferred) with a minimum of 3 years of related experience or an equivalent combination of education and experience. Strong verbal and written communication skills including; demonstrated management and administrative skills, as well as the ability to provide advice; effective leadership skills and understanding of how to supervise staff; and well-developed analytical, creative problem solving and planning skills. An excellent understanding of university policies and procedures, administrative and financial systems, knowledge of HR policies and experience dealing with multiple collective agreements would be considered assets. As a self-starter, the Assistant Manager must have the ability to work independently and with a variety of diverse professionals including faculty and university staff; and strong prioritization, planning and implementation skills. Additional requirements include; experience with financial management and bookkeeping, proficiency with Microsoft Office applications, and the ability to work in a fast paced environment with constant interruptions while maintaining a high quality of work.

Classification P02*
Professional/Managerial Salary Bands [2]

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 [3] 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 02 01
Closing Date: 2018 02 08

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