**Administrative Assistant to the Associate Director, Facilities and Desk Services**

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

**Administrative Assistant to the Associate Director, Facilities and Desk Services**

**Student Housing Services, Student Affairs**

**Temporary full-time from October 15, 2018 to March 8, 2019**
**Temporary absence of the regular incumbent**

**Hiring #: 2018-0495**

Please read the [Application Instructions](https://www.uoguelph.ca/hr) before applying

The Administrative Assistant, Associate Director, Facilities and Desk Services is under the direct Supervision of The Associate Director, Facilities and Desk Services and is a key person in the Student Housing Operation, providing secretarial and administrative support for the Associate Director Facilities and Desk Services, Facilities Manager and Desk Services Manager. This position is highly visible and is a key front line position providing a face and voice of Student Housing and is a representative of the University of Guelph to both the client and service providers attending the Main Student Housing Services office.

**Typical Duties of this position include:**

- Triaging the recruitment and selection process for student staff appointments related to Facilities and Desk Services including initiating the marketing materials, collection of resumes and applications and scheduling of interviews
- Initiating staff appointments into the HR systems
- Maintaining confidential records on behalf of the Facilities and Desk Services Management Team. Preparing performance review information for all groups, and updates as directed by managers
- Assembling confidential information for meetings, including drafting letters and summaries where required
- Scheduling meetings and appointments for the Associate Director Facilities and Desk Services, Facilities Manager and Desk Services manager
- Maintaining daily agendas, operating manuals, procedures, and timelines
- Attending all related meetings in the capacity of recording secretary providing minutes, following up on action items and the preparation of reports
- Maintaining inventory of departmental building and special keys and assigns as per departmental procedures
- Directing general inquiries and providing information to staff and students
- Initiating work orders and triages work orders entered by others
- Providing back up for Desk Services Co-ordinators duties as assigned
- Directly liaising with the residents to schedule building tours, audits and repairs to ensure the least disruption to the client.
Additional responsibilities include:

- Maintaining an inventory of various supplies and tracking them in Access or other database
- Entering, and manipulating data in Excel
- Preparing reports for Business Manager
- Audit reconciliation as required satisfying Audit Report recommendations

Requirements of the position include: One (1) year community college diploma in a related field along with at least two (2) years related secretarial/clerical experience, or an equivalent combination of education and experience. Additional requirements include: demonstrated proficiency in using Excel, MSWord, Power Point, Publisher. The successful candidate requires demonstrated oral and written communication skills; excellent organizational and multi-tasking skills; demonstrated problem solving, analytical and decision making skills; is customer service focused communicating with tact and diplomacy; and the ability to work independently in a busy environment.

(Covering) Position Number 013-005
Classification OSSTF/TARA, District 35 Salary Band 4
Normal Hiring Range $22.91 - $25.60 per hour

At the University of Guelph, fostering a [culture of inclusion](https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf) 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.

Posting Date: 2018 09 26
Closing Date: 2018 10 09

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