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Office, Clerical and Technical

Education Coordinator

Arrell Food Institute

Temporary full-time from 1 November 2018 to October 31, 2020

Hiring #: 2018-0498

Please read the Application Instructions [1] before applying

This position is responsible for coordinating all aspects of student-related programming of Arrell Food Institute and the Food from Thought program.

Through two core portfolios of work -- one for graduate students and one for undergraduate students -- The AFI Education Coordinator will run and evaluate new programs for students that will:

- engage students in food-security and agriculture related projects
- increase the University of Guelph’s number of experiential learning opportunities
- partner students with on- and off-campus programs, organizations, and local entrepreneurs to deliver benefits to a wide array of stakeholders in a variety of food-systems topics that have real impact beyond the university (in community and industry)
- cultivate a culture of social innovation and entrepreneurship among graduate and undergraduate students

The ideal candidate will be task oriented with the ability to work in a fast paced and ambitious environment, manage multiple projects and working relationships, and provide the underpinning framework in which our talented students can gain more skills and experiences. We expect you will have an undergraduate degree in a relevant field and administration experience in an educational context, and a demonstrable commitment to working in a team environment.

Classification               Grant/ Trust fund position, Band 5* (excluded)
Normal Hiring Range $23.73 - $26.50 per hour

*Tentative evaluation

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.

Posting Date: 2018 09 28
Closing Date: 2018 10 12

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