Administrative Assistant

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Office, Clerical and Technical

Administrative Assistant

Food from Thought Program Office

Temporary full-time October 2018 to April 2024

Hiring #: 2018-0490

Please read the Application Instructions [1] before applying

Play a key role in supporting the largest research grant in University of Guelph history by joining the Management Office for the “Food from Thought: Agricultural Systems for a Healthy Planet” Program in the Office of the Vice-President of Research (foodfromthought.ca [2]). With big objectives to lead the world in making transformative changes to the sustainability and productivity of our food production systems, the Food from Thought program focuses on leveraging University of Guelph research excellence and applying big data and advanced analytics to create real solutions at the local, regional and global scales.

Reporting to the Project Director for Food from Thought, the Administrative Assistant will provide crucial support to the wide-ranging research, training, knowledge mobilization and innovation programs delivered by the Food from Thought team, and will play a strong role in meeting our financial and compliance reporting requirements.

The Food from Thought Administrative Assistant is responsible for providing administrative support to the Food from Thought Program Management Office, including:

- Supporting the development and implementation of high-profile events and meetings;
- Coordinating the team’s schedules and travel, arranging meetings and conference calls with internal and external groups, and planning for visits by special guests;
- Acting as the first point of contact for key external and internal stakeholders and partners;
- Undertaking monthly financial reconciliation for the Program Management Office accounts, and verifying and processing expense claims;
- Supporting annual financial and program reporting to the Government of Canada.
- Coordinating the review of research grant, graduate student research assistantships, and travel bursary applications;
- Supporting HR related activities, including recruitment, onboarding, payroll, and tracking.

The Administrative Assistant will frequently deal with extremely confidential information and will be privy to highly sensitive issues including budget information, HR records, project information, contractual agreements, and performance reviews of incumbents directly reporting to the Director. As such, the ideal candidate must have strong judgement and demonstrate discretion, integrity, and professionalism regarding the handling of confidential matters.

Candidates will have a two (2) year college diploma in a related field and two (2) years of previous relevant and related job experience; a strong knowledge of university administrative functions and processes; strong organizational, communication and writing skills; professional judgment, tact, diplomacy; and the ability to work both pro-actively and re-actively under tight time-frames and competing priorities; strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook 365), FRS, and other University–based information systems including HR and payroll.
Classification                Grant/ Trust fund position, Band 4* (excluded)
Normal Hiring Range   $21.81 - $24.37 per hour

*Tentative evaluation

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.

Posting Date: 2018 10 01
Closing Date: 2018 10 16

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

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