Administrative Assistant to the Associate Director, Finance and Operations

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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, Finance and Operations

Dean’s Office, College of Business and Economics

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

Hiring #: 2018-0499

Please read the Application Instructions [1] before applying

Reporting to the Associate Director, Finance and Operations (ADFO) and the CBE Administrative Officer this position supports financial, human resources and operational activities of the College of Business and Economics (CBE) Dean’s Office and provides administrative support for the Associate Director, Finance and Operations. The incumbent is responsible for supporting all human resources functions within the CBE Dean’s Office and they will support the ADFO in college-wide human resources processes (e.g. reviewing job fact sheets, job postings and hiring packages). The position will also provide financial support to the CBE Dean’s office and it's units (e.g. paying invoices, making purchases, doing journal entries), as well as supporting financial transactions, analysis, metrics, and reporting for the college. Finally, this position will provide additional administrative support, including coordinating a number of programs and initiatives as directed and providing back up to the other Administrative Assistants and in the CBE Dean’s Office as required.

Requirements of the position include: 2 year community college diploma in a related field (business, human resources, accounting) and at least two (2) years of related experience or an equivalent combination of education and experience. An Undergraduate degree in a related field is preferred.

The ability to make decisions using integrity and sound judgment is essential. Demonstrated ability to work harmoniously with a variety of groups under tight deadlines; maintain a high level of confidentiality and a high level of discretion and tact to deal with confidential and sensitive matters and the ability to multi task. The successful candidate will demonstrate excellent interpersonal skills which are crucial for contact with faculty, students and external stakeholders; strong communication skills; ability to work well independently and within a team. An understanding of academic programs, university policies and procedures, and administrative systems will be considered an asset. Strong computer skills, including advanced knowledge of Microsoft Office products is essential and familiarity with University software and systems, including FRS, HRER and Time Entry would be considered an asset.

Classification OSSTF/TARA, District 35 Salary Band 5*
Normal Hiring Range $24.93 – $27.83 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.

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Closing Date: 2018 10 18