Secretary to the Executive Director, CBaSE

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

Secretary to the Executive Director, CBaSE

College of Business and Economics

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

Hiring #: 2018-0494

Please read the Application Instructions [1] before applying

Reporting to the Executive Director, Centre for Business and Student Enterprise (CBaSE) and the CBE Administrative Officer the successful candidate will be responsible for providing senior level administrative support to the Executive Director and other employees of CBaSE in the College of Business and Economics. Specific responsibilities include: scrutinizing and prioritizing all incoming mail, drafting replies for routine correspondence, arranging and coordinating the Executive Director’s schedule, supporting programs events, and acting as secretary to the Advisory Board. Other duties include reception, processing purchase orders and requisitions, payment of invoices, processing revenue remittances, cheque requisitions and reconciling month end FRS statements as well as advertising for Sessional Lecturers for the academic classes and scheduling courses for fall, winter and spring semesters.

Requirements of the position include: One year community college diploma in a related field along with at least two (2) years of related experience or an equivalent combination of education and experience. An Undergraduate degree 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.

Classification OSSTF/TARA, District 35 Salary Band 4*
Normal Hiring Range $22.91 – $25.60 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 10 04
Closing Date: 2018 10 18