Administrative Assistant to the Chair

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

Administrative Assistant to the Chair

Department of Integrative Biology, College of Biological Science

Hiring #: 2018-0571

Please read the Application Instructions [1] before applying

The incumbent is responsible for providing administrative support to the Chair and the Department in a broad spectrum of areas supporting the teaching, research and service activities of the department. The Administrative Assistant to the Chair position is critical in maintaining the day-to-day scheduling of the Chair’s activities and ensuring s/he has all the necessary information for decision-making. The incumbent provides a direct and effective line of communication and action within the department and with other College and University academic and administrative departments.

The incumbent will serve as communication advisor for the department and on the college communications team; provide support for communication outreach on multiple media platforms; develop and organize special events for the department and/or college.

In addition, the incumbent: provides administrative support to the Chair by:

- Co-ordinating and implementing the administrative portions of the tenure and promotion process within the department, including holding elections, maintaining committee rosters, and creating meeting files and documents, administering and tracking the voting on all faculty review meetings;
- Drafting correspondence, collating and filing material related to various committee duties of the Chair;
- Organizing and maintaining files, including confidential files;
- Scheduling meetings and preparing relevant materials including those relevant to faculty hires;
- Compiling and preparing course evaluation materials for faculty, instructors and GTA's;
- Scheduling and prioritizing activities;
- Administering / processing student award applications.

The incumbent also provides significant assistance to the department faculty with the systems and processes for Tenure & Promotion, Performance Review and Study Research Leave. The incumbent also assists the Administrative Officer and the Chair with aspects of departmental projects including, but not limited to, compiling reports on undergraduate and graduate programs.

Requirements of the position include: one year of post-secondary education in office administration or an equivalent discipline with three years of related experience, or an equivalent combination of education and experience. An undergraduate degree in Communications/Public Relations is preferred. Candidates should demonstrate experience in office administration, preferably in a post-secondary environment. Demonstrated ability to use social media platforms and to write original material for those platforms. Ability to constantly reprioritize duties in response to the level of demand while maintaining a high quality of work. Preferred candidates will have some experience in Human Resources, Finance and/or Communication and familiarity with university policies and procedures including electronic CV, HR and financial policies. Knowledge of academic programs, student support, and administrative systems would be considered assets.
Additional requirements include:

- Professionalism, diplomacy, judgment;
- Ability to maintain high levels of confidentiality with regards to sensitive matters;
- Experience working in a fast-paced environment with constant interruptions;
- Ability to work effectively both independently and with a team;
- Excellent interpersonal, communication, organizational, and problem solving skills;
- Proficiency in computer systems, particularly the use of Microsoft Office, email & calendaring, social media, website software, and Student Information Systems (such as Colleague).

Preference will be given to candidates who demonstrate the ability to see the big picture and recommend changes to departmental practices as needs arise.

Position Number 146-045
Classification OSSTF/TARA, District 35 Salary Band 4
Salary Range $22.91 Minimum (Level 1)
$25.60 Normal Hiring Limit (Level 3)
$30.98 Job Rate (Level 7)

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 11 26
Closing Date: 2018 12 07

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

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