Administrative Assistant

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Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Administrative Assistant

Office of the Vice-President (External)

Temporary full-time from January 2019 to January 2021

Hiring #: 2019-0007

Please read the Application Instructions [1] before applying

Reporting to the Executive Assistant to the Vice-President (External), the position provides budget and financial support to the Vice-President (External), Communications & Public Affairs and Government Relations & Community Engagement along with administrative, clerical and secretarial support to the Director, Government Relations & Community Engagement.

Specific responsibilities include; managing the budget and financial aspects for the Vice-President (External), Communications & Public Affairs and Government Relations & Community Engagement departments, daily routine administrative office support to the Director, Government Relations & Community Engagement, such as managing the Director’s schedule, making arrangements for various meetings and related events, planning and implementing necessary logistical arrangements, completing and submitting expense claims, collecting and collating background material for meetings and events; responding to routine in-person, telephone and email inquiries. Providing administrative support to the Executive Assistant to the Vice-President (External) and acting as back up for the Executive Assistant to the Vice-President (External) and acting as back up for the Executive Assistant to the Vice-President (External). Providing support to the Directors of Communications & Public Affairs; acting as back up to the Administrative Assistant in Communications & Public Affairs. The incumbent must fulfill these functions in a manner that demonstrates the highest levels of professionalism reflecting the public profile and frequently confidential nature of the work associated with the Office of the Vice President (External).

Requirements of the position include: Two year Community College coupled with a minimum of two years related experience, or an equivalent combination of education and experience. 12 to 24 months of related experience in a University environment preferred. Additional requirements include: self-starter with strong written and oral communication and interpersonal skills; professional, tactful and diplomatic; well-developed sense of discretion and ability to appropriately handle personal or confidential information and sensitive matters; strong interpersonal skills with an ability to interact effectively and professionally with a wide range of stakeholders; demonstrated sensitivity to political nuances and implications; excellent organizational, analytical, & logistical management capacities and related problem-solving skills; excellent time management skills and the ability to shift priorities in response to developing circumstances; highly attentive to accuracy and details; ability to work independently or in a team environment; strong accounting skills, strong computing skills and ability to use a range of software and on-line tools including demonstrated proficiency using Microsoft Office tools (Word, Excel, PowerPoint).

Classification               Exempt Group Salary Band 4*
Normal Hiring Range $22.84 – $25.53 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.
Administrative Assistant
Published on Human Resources (https://www.uoguelph.ca/hr)

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