Administrative & Communications Support

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Administrative & Communications Support

Computing and Communications Services (CCS)

Temporary full-time from March 1, 2019 to February 28, 2021

Hiring #: 2019-0057

Please read the Application Instructions [1] before applying

Computing and Communications Services (CCS) is the central IT department at the University of Guelph, providing core IT services and technology solutions to the U of G community. CCS has a progressive organizational culture, including a strong learning and development focus, and is committed to its Core Values; Service, Culture, Integrity, Individual Leadership, Teamwork, Agility and Communications.

Reporting to the Manager, Communications & Cultural Engagement, the Administrative & Communications Specialist will play an important role in the coordination and reporting related to the IT strategic planning initiatives, as well as a support role for communications activities within Computing & Communication Services (CCS).

The Associate Vice-President/Chief Information Officer (CIO) will be leading an IT strategic discovery process involving multiple stakeholder meetings with partners across the University, with the ultimate goal being the development of the U of G IT Strategic Plan. The incumbent will use their strong organizational and administrative skills, taking responsibility for the planning and preparation of these activities, including scheduling meetings, inviting attendees, booking rooms, ordering food, organizing materials, editing PowerPoint slides, etc., and will also be responsible for taking professional-quality minutes during these sessions and sending them out to attendees. The incumbent will work with the CIO and the Manager, Communications to support the writing of the final IT strategy report. The incumbent will help to keep track of key findings from the meeting minutes that will support the final report.

The incumbent will also support the Manager, Communications with communications activities within CCS, helping to promote CCS services on campus in a consistent and meaningful way, in keeping with the U of G brand and style guides. This includes monitoring of CCS social media channels, creating, editing and publishing web content, cyber security awareness promotion on campus, event planning, and other related projects.

Requirements of this position include:

- One-Year Community College program in a related discipline along with at least one year of related experience or a combination of related education and experience.
- Experience with organizational and logistical support for the execution of successful meetings
- Experience supporting senior management
- Advanced computer competency using the Microsoft Office Suite with the ability to adjust to new technology
- Excellent oral and written communication skills with ability to write in a professional capacity
- Organizational skills and excellent time management skills
- Demonstrated ability to work independently and part of a collaborative team
- Detailed oriented and problem-solving skills and initiative

Classification USW, Local 4120 Salary Band 3
Administrative & Communications Support
Published on Human Resources (https://www.uoguelph.ca/hr)

Normal Hiring Range  $20.81 - $23.23 per hour

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: 2019 01 30
Closing Date: 2019 02 06

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

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