Academic Secretary

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

Academic Secretary

Marketing and Consumer Studies, College of Business and Economics

Temporary full-time from March 1, 2019 to August 31, 2019 Temporary absence of the regular incumbent

Hiring #: 2019-0064

Please read the Application Instructions [1] before applying

Reporting to the Administrative Assistant, the Academic Secretary in the Department of Marketing and Consumer Studies will be the main contact and support for faculty, staff as well as undergraduate and graduate students, visitors and various university staff entering the administration office of the department.

The Academic Secretary is responsible for supporting all undergraduate matters handled by the school. This includes compiling and preparing course evaluation material; grade submission; coordination of examination and invigilation schedules; uploading examination grades; ordering textbooks; and assistance with Awards and Scholarships/Events.

The incumbent will assist in monitoring and maintaining information required for the departmental website and digital sign; provide general office support including processing work orders; ordering supplies; providing duplicating services; preparing and processing revenue remittances, coding invoices and other associated duties.

Requirements of the position include: One year community college, along with at least one year of related experience; or an equivalent combination of education and experience. Data base management and record keeping skills; word processing skills; and strong written and oral communication skills are required. Proficiency in MS Word, MS Excel and MS Access is required. Candidates must have excellent organizational, prioritization and multi-tasking skills and the ability to manage time-sensitive tasks and maintain accuracy and attention to detail in a timely manner in a fast-paced environment with frequent interruptions. Candidates must respect and maintain strict confidentiality, be congenial, tactful and diplomatic.

Covering Position Number     180-026
Classification               USW, Local 4120 Salary Band 3
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

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