Electronic Access System Administrator

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

Electronic Access System Administrator

Physical Resources

Temporary full-time from February 11, 2019 to February 12, 2020

Hiring #: 2019-0069

Please read the Application Instructions before applying

The University of Guelph is committed to the safety of its faculty, staff and students and to this end has implemented an electronic, IP-based after hours building access control system with HID iClass series smart cards and proximity readers. This new system will create a perpetual flow of work as new faculty, staff and students join the campus and others leave. The administration of credentials, corresponding iClass cards and maintenance of building access is the responsibility of the Physical Resources Directorate.

Reporting to the Analyst II, Electronic Access, the Electronic Access System Administrator (EASA) will be the contact person for all Electronic Access (EA) inquiries. The main responsibilities of the EASA will be to perform all administrative duties related to the EA system, including key management cabinets, and its users in accordance with policies and standard operating procedures, such as, but not limited to: prioritizing inquiries and ensuring all information required to process updates is attached; creating and/or verifying user credentials; initiating building access rights; updating building access for individuals; issuing and distributing iClass devices; advising campus administrators with iClass card issues; performing routine door updates and maintenance; inputting department schedules for client groups; running door-monitoring reports and reviewing them for anomalies; creating documents for the electronic access process, as required; assist in Electronic Access project planning, documentation and organization with Analyst II, Electronic Access and Security integrators and other associated duties as assigned.

This position maintains the Electronic Access website for the main campus.

Requirements of the position include: A Community College diploma in office administration or business, along with a minimum two years experience working with electronic access systems, and several years office experience working with computers at an advanced level. The successful candidate must possess and be able to demonstrate; excellent interpersonal and communication skills, both oral and written; the ability to multi-task; advanced knowledge of Microsoft office suite of software (Excel, Word, PowerPoint) and email systems; excellent analytical skills; excellent organizational and administrative skills; extensive knowledge of the University campus layout including building locations, names and numbers, as well as their associated colleges and departments; exceptional ability to work as part of a team while maintaining both perspective and a positive attitude. All of the above mentioned skills and knowledge are essential and required for this position.

This position requires the incumbent to constantly exercise sound judgment, tact and diplomacy, and maintain confidentiality with respect to EA system information, often while working under pressure. The incumbent may be required to work occasional emergency overtime.

Classification Exempt Group Salary Band 5
Normal Hiring Range $24.86 – $27.76 per hour

At the University of Guelph, fostering a culture of inclusion 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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