Academic Services Assistant

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

Academic Services Assistant

Department of Integrative Biology, College of Biological Science

Hiring #: 2019-0125

Please read the Application Instructions [1] before applying

Reporting to the Administrative Officer, the Academic Services Assistant will provide secretarial and clerical support to the department faculty and staff in a broad spectrum of areas which support the teaching, research and service activities of the department. Duties and responsibilities include coordinating and processing grade submissions; deferred exams; electronic course outlines; ordering textbooks; lab/course manual coordinator; seminar coordinator; administering the Genetec door tap system; assignment of office space and key distribution; managing various databases of statistical information; support department committees; coordinate the Program in Field Biology; and maintaining accurate and confidential files. The Academic Services Assistant is the primary back-up to the Graduate Program Assistant and provides general office support including processing work orders; ordering supplies; providing duplicating services; booking meetings and rooms; and other associated office duties.

Requirements of this position include: One year of community college in a Business or Office Administration program with some related experience, preferably in an academic environment; or an equivalent combination of education and experience. Candidates must have excellent organizational, prioritization and multi-tasking skills while maintaining a high level of accuracy and attention to detail in a fast-paced environment with frequent interruptions. Database management, record keeping skills; and strong written and oral communication skills are required. The incumbent must respect and maintain strict confidentiality. A high level of diplomacy, tact and judgement is required. Preferred candidates will demonstrate an understanding of policies and procedures that apply in an academic environment and will have experience providing student support and a genuine interest in the well-being of students. Candidates must have intermediate level MS Office, Adobe Acrobat, Outlook and knowledge of website maintenance. Knowledge of student information systems, such as Colleague, D2L, Courselink and other University systems is preferred.

Position Number: 146-013
Classification: USW, Local 4120 Salary Band 3*
Salary Range: $20.81 Minimum (Level 1)
$23.23 Normal Hiring Limit (Level 3)
$28.09 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

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 03 04
Closing Date: 2019 03 11