Administrative Manager, OVC SAS Graduate and Research Services & Operations – Population Medicine

Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

Administrative Manager, OVC SAS Graduate and Research Services & Operations – Population Medicine

Shared Administration Services (OVC SAS), Ontario Veterinary College

Temporary full-time from April 2019 to May 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0138

Please read the Application Instructions [1] before applying

Reporting to OVC’s Chief Administrative Officer the Administrative Manager serves in a dual role, providing operational support to the department of Population Medicine as well as managing the Graduate and Research Program Services team that supports all academic departments. The Administrative Manager is a member of the Administrative Management Team, providing strategic direction for OVC’s Shared Administrative Services teams.

Supporting the Department of Population Medicine, the Administrative Manager works closely with the department Chair to ensure operational effectiveness, efficiency and financial sustainability. Overseeing a base budget of $5.7M and a significant number of research grants, the Administrative Manager is accountable for the department’s overall financial sustainability by monitoring the department’s operating accounts and providing financial analysis and reporting.

Operational support also includes supporting general human resource activities for the department of Population Medicine to ensure adherence to collective/employee agreements and related University and Department policies and procedures.

The Manager has college level supervisory accountability for OVC’s Shared Administrative Services (OVC SAS) Graduate and Research Support Services. The Ontario Veterinary College currently has 350+ graduate students (with potential for growth) registered in its wide range of graduate programs including MSc, MBS, MPH, DVSc, and PhD. The Manager will have financial oversight for a $1.8m budget for College funded graduate student stipends. Partnering with other members of the college, the Manager will lead change while advocating for a positive workplace at OVC, a critical strategic initiative identified by OVC as part of its 2017-2022 Strategic Plan.

To be considered for this integral role, candidates must have:

- An undergraduate degree in management or business administration combined with at least four years of experience in a similar administrative role; a science background would be a strong asset;
- Familiarity with the application and interpretation of collective and employee agreements and employment policies and procedures;
- Knowledge of general accounting practices and procedures and experience conducting financial analysis reporting;
- A proven level of accuracy and attention to detail;
- Demonstrated analytical and problem-solving skills;
- Strong relationship building & interpersonal skills combined with effective communication abilities;
- Strong initiative and leadership-supervisory abilities;
• Exceptional organizational skills and the ability to meet deadlines and adapt to changing priorities;
• An understanding and respect for confidentiality and the ability to uphold this;
• Advanced skills using the suite of Microsoft Office software, particularly Excel;
• Familiarity with an academic environment and culture is an asset.

(Covering) Position Number  206-017
Classification               P04*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] 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 06
Closing Date: 2019 03 13

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/administrative-manager-ovc-sas-graduate-and-research-services

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[2] https://www.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%2026%2C%202017%20-%20April%2030%2C%202020.pdf