Administrative Assistant to the Director

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Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant to the Director

School of Languages and Literatures, College of Arts

Hiring #: 2019-0140

Please read the Application Instructions [1] before applying

The School of Languages and Literature (SOLAL) is a department within the College of Arts (COA) with 18 faculty, over 40 sessional instructor, and 2 staff members. The school hosts more than 4,000 course enrolments each year and offers Bachelor of Art (BA) programs in Classical, European, French, German, Spanish and Hispanic, and Italian studies. It also offers a Master of Art (MA) programs in Latin American and Caribbean Studies, European Studies, Crossways in Cultural Narratives, and French.

Reporting to the Director of SOLAL and the Associate Director, Finance and Operations for COA, the Administrative Assistant to the Director is required to provide direct administrative support to the Director of SOLAL and provide an effective line of communication and action between the Department and the academic and administrative offices of the University. The position is vital to the day-to-day operations of the department and maintains a close working relationship with the Dean’s Office to support college wide initiatives and cohesiveness between the department and the Dean’s Office. The position is responsible for a wide variety of duties that directly support the teaching, research, and services activities in the department. These duties involve multi-tasking, adherence to multiple and potential competing deadlines, providing information and guidance on administrative procedures and policies, and require high level of tact and confidentiality.

The Administrative Assistant to the Director uses expertise and organizational knowledge to respond to issues and identify solutions as they arise, in addition to anticipating needs and taking initiative to optimize the smooth operation of the department.

Job Requirements

- One-year Community College (Degree in Business Administration preferred) or equivalent.
- 18 months related experience, preferably in a university administrative environment; or an equivalent combination of education and experience.
- Full proficiency in English and French both oral and written. Proficiency in German, Italian and Spanish, both orally and written are an asset.
- Proficiency in using desktop software including Colleague, Windows, Word, Excel, WebAdvisor, Office 365, etc.
- Knowledge of financial services, awards and databases.
- Ability to prioritize duties in response to type and level of demand.
- Ability to multitask and work with frequent interruptions.
- Excellent interpersonal skills.
- Thorough understanding of academic policies, procedures and regulations.
- Ability to provide leadership to practices and people.

Position Number          275-055
Classification                OSSTF/TARA, District 35 Salary Band 4*
Salary Range  $22.91 Minimum (Level 1)
$25.60 Normal Hiring Limit (Level 3)
$30.98 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 08
Closing Date: 2019 03 21

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