Administrative Officer

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Professional and Managerial Group

Administrative Officer

Office of Institutional Analysis & Research

Temporary full-time from June 17, 2019 to August 28, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0164

Please read the Application Instructions [1] before applying

The Office of Institutional Analysis and Research provides leadership, advice and support for planning, policy formation and informed decision making activities at the University of Guelph. The office deals with a high volume of information and requests, some of which is strictly confidential and sensitive in nature.

The Administrative Officer is accountable to the Assistant Vice-President (Analysis and Research) and assists with the implementation and conduct of university-wide responsibilities primarily in, but not restricted to, support in the planning, policy formulation and decision-making activities of senior officers through provision of information and analyses. The Administrative Officer will work to ensure that the AVP receives the highest level of operational and strategic support possible. The Administrative Officer increases the bandwidth and velocity of the AVP in such a way as to concentrate his/her time, effort and priorities on the strategic initiatives of the University.

The Administrative Officer is responsible for the effective and efficient management of the Office of the Assistant Vice-President (Institutional Analysis and Research). This includes: senior level financial and administrative support, departmental policy/process/program development and project management support. A primary responsibility is to orchestrate the activities and manage the relationships of the Assistant Vice-President (Institutional Analysis and Research) to whom they report. Acting on behalf of, and frequently without direct consultation with the Executive, authority must be exercised to ensure critical business is implemented in a timely manner. Knowledge and judgement are applied to establishing and maintaining the schedule for the Senior Executive, and ensuring the Executive has the required preparation, including relevant reports, documentation and information. High level rapport building and relationship know-how are required.

This is a multi-faceted area and impacts a major portion of the university. Work assignments are complex in nature, and considerable judgement, tact, creativity and initiative are required in resolving problems. The incumbent must possess knowledge of university activities. Exceptional judgement is required to demonstrate sound knowledge of the complex political and organizational relationships across the University. Understanding of the relevant University governance processes is required. The highest levels of discretion and confidentiality must be maintained at all times. The Administrative Officer will work to ensure that the AVP receives the highest level of operational and strategic support possible.

This position seeks guidance and advice from the senior staff in IAR as well as the various assistants to the Executives, as well as the Executive Assistant to the President as required. The incumbent must possess the ability to assess a situation quickly, recognize when matters are of a serious nature and handle them with all expediency, frequently without prior reference to the AVP (Institutional Analysis and Research), who is often unavailable or not accessible immediately.

Requirements of this position include:
• Completion of an undergraduate degree in a related discipline plus a minimum of four (4) years’ experience working in an administrative role, preferably from an academic environment or an equivalent combination of education and experience.
• Detailed working knowledge of the governing principles and practices, and organizational structure of the University is an asset, including:
  ▪ Knowledge of university policies, procedures and protocols, with particular familiarity with Human Resources, Diversity and Human Rights, Financial Services, Physical Resources policies
  ▪ Understanding of the University of Guelph history, culture and current decision-making processes
  ▪ Understanding of the Ontario University system; sensitivity to political nuances and implications
  ▪ Familiarity with the Assistant Vice-President (Institutional Analysis and Research)’s strategic planning, committee, and project responsibilities, as well as current University-specific issues, is also required in order to be effective
• Excellent organizational, analytical, writing and oral communication skills
• Ability to operate in a fast-paced, high volume, constantly changing, stressful environment, preferably with an appropriate sense of humour
• Experience in financial planning/budgeting (basic accounting skills), and HR management
• Nimble and quick thinker: must be able to multi-task many projects while answering phones, arranging impromptu meetings, replying to email, plus other interruptions. There is no such thing as a planned day. The incumbent’s schedule is highly dependent on the Assistant Vice-President (Institutional Analysis and Research)’s needs and issues that come up through the day
• Professionalism: tact, diplomacy, discretion, patience,
• Flexibility: keeps sensitive matters confidential;
• Sound judgement
• Ability to act and work independently or in a team environment and to interact effectively with other staff, senior level administrators, and students
• Experience in budgeting and supervisory skill
• Shows initiative and willingness to take on new projects

(Covering) Position Number 061-022
Classification P04

Professional/Managerial Salary Bands [2]

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 27
Closing Date: 2019 04 10

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