Awards Officer and Assistant to the Associate Dean, External

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Office, Clerical and Technical

Awards Officer and Assistant to the Associate Dean, External

Dean’s Office, Ontario Agricultural College

Temporary full-time from May 1, 2019 to April 30, 2021

Hiring #: 2019-0216

Please read the Application Instructions [1] before applying

Working in the Dean’s Office, this role is responsible for leading OAC’s substantial awards portfolio, as well as providing a high level of project management and administrative support for the Associate Dean, External Relations. There are currently 500+ undergraduate, graduate and diploma awards in OAC with an expendable of over $1,000,000. This role has significant interaction with donors and alumni, and shares responsibility for developing, nurturing and maintaining strong alumni and donor relationships with respect to awards. In leading OAC’s awards and supporting the broader external relations portfolio, this role offers you:

- Membership in a complex organization, whose mission is to Improve Life by inspiring leaders, generating knowledge and creating innovative solutions for food, agriculture, communities and the environment. (https://www.uoguelph.ca/oac/ [2]);
- A chance to effect change and impact the community through engagement with academic units in the creation of new scholarships; and the capture and communication of impact back to donors both directly and through our Alumni Affairs & Development partners;
- The opportunity to evolve your financial and operational management skills through your leadership of the awards process, including: collaborating with donors and Alumni Affairs & Development in developing and updating terms and conditions for awards; representing OAC at monthly Joint Editorial Awards Committee meetings; counselling students regarding how to apply for awards; pre-screening all in-course award applications and ensuring that students meet eligibility requirements; assisting in the process of student selection; and organizing meetings of the OAC Awards committee;
- The opportunity to execute a full scope of project management for a variety of broad reaching, multi-year projects. Spanning infrastructure to major events and the development of a heritage centre, projects impact a broad range of constituents. This role supports and sometimes leads the execution of commitments to external partners that bridge students and faculty to community and industry.

To assume the role of Awards Officer and Assistant to the Associate Dean, External:

- You are client focused and consistently demonstrate a high standard of service that provides an example for those around you and that helps you develop strong relationships, including anticipating the needs of your clients in order to drive awards activity and provide project management and administrative support to the Associate Dean, External Relations;
- You have a strong process orientation, with attention to detail and the ability to synthesize information, develop best practices and reconcile a high volume of transactions across disparate systems;
- You are excited by project-based work and your adaptability includes excellent time and attention management;
- You have advanced knowledge of desktop software, databases and other software products that, combined with your financial management skills, enables you to manage awards delivery at both the transaction and aggregate level by completing critical analyses and maintaining meticulous records;
You possess a Two Year Community College Diploma in accounting, finance, business, commerce, agriculture or another related field;

You have a minimum of one to two years of finance experience and a strong background in project management, preferably with awards management and donor stewardship as well an understanding of University financial policies and systems (FRS, Colleague) or an equivalent combination of education and experience.

Classification               Grant/ Trust fund position, Band 5 (excluded grid)
Normal Hiring Range $23.73- $26.50 per hour

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 04 10
Closing Date: 2019 04 17

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