Office Administrator & Secretary to the Board

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

Office Administrator & Secretary to the Board

University Centre Services

Hiring #: 2019-0260

Please read the Application Instructions [1] before applying

The Office Administrator and Secretary to the Board of Directors supports the Director, University Centre and the Board of Directors; which is accountable to the Board of Governors.

In the role of Office Administrator, the incumbent is responsible for processing commercial and nominal leases, payroll administration, procurement and accounts payable, managing office services, establishing and monitoring centralized procedures for office efficiency, interprets university policies and procedures/collective agreements, and serves as the main point of contact with the Human Resources department. The incumbent also plays a key role in building relationships with internal and external suppliers, and coordinating with artisan vendors on all aspects of the annual Fair November Craft Show. This includes online applications, jury selection, registration, vendor placement, invoicing and vendor payment, as well as event logistics.

In the role of Secretary to the Board, the incumbent develops comprehensive knowledge of the University Centre constitution, by-laws, and policies including knowledge of records and related materials, acting as a resource to the Chair and the Board of Directors on procedures and protocol. The incumbent is responsible for ensuring compliance with by-laws, providing meeting coordination, striking agendas, preparing and distributing the meeting package, tracking quorum, and recording of minutes for the University Centre Board, Executive Committee, and the three Sub-Committees. The incumbent also provides advice and guidance to the University Centre Board of Directors for recruitment and election of members.

The incumbent employs a high level of organizational and administrative skills to ensure the seamless day-to-day operation of the Directorate and its services in a fast-paced environment with short turnaround times. The incumbent works with a wide variety of University and community partners, external suppliers, the general public and students, and must exercise diplomacy, discretion and tact.

Requirements of the position include: one year community college (an undergraduate degree in a related discipline is an asset) plus up to two years related experience working in an administrative role preferably from an academic environment or an equivalent combination of education and experience. Familiarity with the governance structure of non-profit organizations; excellent understanding of University policies, administrative and financial systems. Knowledge of HR policies and experience in Webnow, SIS, FRS, Cyborg Payroll, Resource Scheduler, Adobe Professional, Quickbooks, Encampus Enterprise and Eigen Virtual Terminal. Conflict resolution skills, tact, professionalism, judgment, diplomacy and ability to multi-task while maintaining a high quality of work; demonstrated excellent interpersonal, communication, organizational and problem solving skills; ability to work effectively both independently and with a team and most importantly to understand and be an integral part of the spirit of the department.

Position Number          034-002
Classification                OSSTF/TARA, District 35 Salary Band 4*
Salary Range   $23.25 Minimum (Level 1)
                          $25.98 Normal Hiring Limit (Level 3)
$31.44 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 05 06
Closing Date: 2019 05 17

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