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Office, Clerical and Technical

Position covered by the Collective Agreement with USW Local 4120

Academic Programs Assistant

School of Languages and Literatures, College of Arts

Hiring #: 2019-0239

Please read the Application Instructions [1] before applying

With approximately 1,500 majors, 600 minors and over 23,000 course enrollments, the College of Arts (COA) is an integral part of the University of Guelph and one of seven colleges. The Academic Programs Assistant is vital to the every-day operation and long-term maintenance of all aspects of services provided by School of Languages and Literatures to knowledgeably, efficiently, and accurately serve faculty and students.

Duties include: Supporting enrollment management; student record management; scheduling, including responsibility for time table and semester changes; room bookings; requisitioning text books and desk copies; managing school course related issues, such as: exam scheduling; grade inputting; awards, course evaluations, policies, deferred conditions, examinations, conferences; maintaining, with knowledge of and compliance with privacy legislation, school files and records and academic files; maintaining the school website; tracking enrolments; management of reading and research courses; maintaining office equipment (fax, classroom, A.V. equipment, photocopier, network printer, etc.); liaising with the Office of the Registrar, financial office, BA counselling and Alumni Affairs & Development as necessary; maintaining key inventory; managing physical resource requests; assisting academic co-ordinators, faculty, students, administration, and staff as requested; financial and general administrative support and back-up coverage for other school staff as needed.

Graduate-specific program duties include: First point of contact and troubleshooting support for graduate student inquiries, including employment related concerns such as time away from GTA, classroom and office equipment concerns, scheduling, etc.; In-depth knowledge of differing procedures and program requirement for four different graduate program (French MA, European Studies MA, Crossways in Cultural Narratives MA, Latin American and Caribbean Studies MA); Knowledge of the issues faced by international graduate students (e.g. international study permits, documents required for registration, language proficiency requirements) and ability to advise accordingly; Coordinates student offers and liaises with the Dean’s Office and the Office of Graduate Studies for approval; Arranges dissertations, qualifying exams, thesis proposals, semesterly progress reports, and other student meetings, among other duties.

Job Requirements:

- One-year Community College (Degree in Business Administration preferred) or equivalent
- One-year related experience preferably in a university administrative environment; (several years related experience preferred) or an equivalent combination of education and experience
- Proficiency in using desktop software including Windows, Word, Excel, Office 365, etc.
- Campus software: WebAdvisor, Colleague (Ellucian), ADI, FRS preferred
- Basic accounting and accounts payable knowledge
- Ability to prioritize duties in response to type and level of demand
- Ability to multitask and work with frequent interruptions
- Understanding of academic policies, procedures and regulations preferred
- Sound knowledge of the undergraduate student program, its regulations and procedures would be considered an asset.
- Fluency in French; some knowledge of other languages taught in the School would be an asset (Italian, Spanish, Portuguese, German, Mandarin, Arabic)

Position Number        275-057
Classification          USW, Local 4120 Salary Band 4
Salary Range            $22.79 Minimum (Level 1)
                        $25.47 Normal Hiring Limit (Level 3)
                        $30.83 Job Rate (Level 7)

**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 13

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/academic-programs-assistant

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