OAC Program Counsellors’ Assistant

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Office, Clerical and Technical

OAC Program Counsellors’ Assistant

Office of the Dean, Ontario Agricultural College (OAC)

Temporary part-time from August 6, 2019 to June 26, 2020
(Less than 24 hours a week)

Hiring #: 2019-0395

Please read the Application Instructions [1] before applying

The OAC Program Counselling Office provides support to current and prospective undergraduate students in the Bachelor of Bio-Resource Management (B.B.R.M.), Bachelor of Landscape Architecture (B.L.A.), Bachelor of Science in Agriculture (B.Sc. (Agr.)), Bachelor of Science in Environmental Sciences (B.Sc. (Env.)), and Diploma in Turfgrass Management (D.T.M.) programs. The OAC Program Counsellors’ Assistant serves as the first point of contact for students, their families and other external and/or internal clients that call or visit the OAC Program Counselling Office. The OAC Program Counsellors’ Assistant: responds to general inquiries; arranges student appointments with the Program Counsellors; assists students in crisis with information and direction to appropriate campus and community resources; assists students requesting Academic Consideration; and provides information on processes such as course selection, transferring programs, declaring majors and direction on applying to graduate. In addition, the incumbent provides administrative support by maintaining accurate, up-to-date filing system of confidential student records; assists with the operation of the office; prepares correspondence and reports; plans and manages events; and accesses Colleague to obtain student information.

Requirements of the position include: A minimum of one year post-secondary education with some related experience or an equivalent combination of education and experience. An undergraduate degree in one of the areas served is preferred. An understanding of undergraduate program regulations and experience with the Undergraduate Calendar, WebAdvisor and Colleague are assets. Additional requirements include excellent written and oral communication skills; adaptability and dependability; excellent organizational, problem-solving and decision-making skills; a positive attitude; and the ability to function in a professional manner while maintaining confidentiality. Familiarity with student support services on campus is an asset. The successful candidate will be able to utilize Microsoft Office software and email effectively and efficiently.

The normal work week is Monday-Thursday 10:00am to 3:00pm and Friday 10:00am to 2:00pm.

Hourly rate $19.91 - $22.24 per hour

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 07 10
Closing Date: 2019 07 24

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