Administrative Assistant

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

Administrative Assistant

Office of the Dean, Ontario Agricultural College

Hiring #: 2019-0411

Please read the Application Instructions [1] before applying

Reporting to the Administrative Officer, the incumbent is responsible for providing a senior level of administrative support to the Dean. In OAC’s dynamic environment, the Assistant is the first point of contact for a broad range of internal and external partners spanning industry, alumni, faculty, students and staff and uses excellent judgement in identifying priorities and optimizing the Dean’s time and attention. This role provides financial, human resource and administrative support and office coordination for the OAC Dean’s Office. Key duties and specific responsibilities include: maintaining the challenging schedule of the Dean, serving as a resource person and participating member of Dean’s Council, providing support through organizing agendas, preparing meeting notes, and preparing follow-up correspondence; planning, organizing and implementing special projects for the Dean and the college, working with departments and suppliers to ensure projects are completed on time; providing confidential, executive administrative support to the Dean; acting as the college resource on faculty recruitments, providing support for the college tenure, promotion and biennial faculty assessment processes; maintaining the filing system for all confidential Dean’s Office records; time and attendance reporting, leave reporting and HR administration for new hires, annual increments, etc.; onboarding new staff and ensuring that space, equipment and access are provided; primary liaison with Physical Resources regarding space, maintenance, transportation and building security; primary liaison with Faculty and Academic Staff Relations on hiring and collective agreement compliance and reporting.

Requirements of the position include: One year of community college (Undergraduate degree preferred), plus a minimum of two (2) years of progressive experience, or an equivalent combination of education and experience. Preference for individuals with a University Degree and extensive experience providing comprehensive, high-level administrative support. Experience working in university academic administration and additional training in human resources or communications would be considered an asset. Extensive experience managing a senior executive’s calendar using knowledge of organizational priorities to effectively manage demand for time is a must. The ideal candidate is a team player, who can also work independently with little direction and has a strong ability to make independent decisions using sound judgment to enable the effective prioritization of items requiring immediate action. Additional requirements include: ability to anticipate needs and recommend courses of action, ability to establish positive working relationships and foster collaboration to achieve common goals; familiarity and experience with employment policies and agreements, compensation administration; strong computer skills, including Intermediate to Advanced proficiency with Microsoft Office; exceptional interpersonal skills such as conflict management; strong organizational skills with the ability to meet deadlines and coordinate multiple and complex projects; confidentiality and tact; and the ability to communicate with a high degree of knowledge with various constituencies. Evidence-based decision-making using integrity, discretion and good judgement is expected.

Position Number          101-060
Classification               OSSTF/TARA, District 35 Salary Band 5*
Salary Range  $25.30 Minimum (Level 1)
$28.25 Normal Hiring Limit (Level 3)
$34.24 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 07 17
Closing Date: 2019 07 30

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

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