Administrative Assistant to the Associate Deans

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

Administrative Assistant to the Associate Deans

Office of the Dean, College of Engineering and Physical Sciences

Temporary full-time from August 2019 to February 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0412

Please read the Application Instructions [1] before applying

Reporting to the Associate Dean’s and the Associate Director, Finance & Operations (ADFO), the Administrative Assistant to the Associate Deans is responsible for providing a high level of administrative support in the Dean’s Office, coordinating the college wide student awards program, supporting human resources functions and information management within the Dean’s Office. This person is the key administrative support person to the Associate Deans and is therefore responsible for coordinating both academic, research and other matters. Specific responsibilities include assisting with academic misconducts; processing journal entries and payments for the Dean’s Office; arranging meetings and managing room bookings; administering the college awards including Dean’s scholarships; reviewing hiring packages for completeness; back up payroll administration and back up to the Executive Assistant to the Dean as required.

This involves multi-tasking, adherence to multiple deadlines, providing information to faculty, staff and students regarding all aspects of academic and administrative procedures and policies. The Administrative Assistant provides direct and effective lines of communication within the College and Campus academic and administrative units.

Requirements of the position include: 1 year in a community college program in administration, human resources or related field (2-3 year diploma or undergraduate degree preferred), and a minimum of 2 years of related experience, or an equivalent combination of education and experience.

Candidates should demonstrate: the ability to make decisions using integrity and sound judgment; a high level of discretion and diplomacy to deal with confidential and sensitive matters; excellent attention to detail; strong problem solving skills; initiative; excellent interpersonal skills; and the ability work independently or as part of a team; and strong organization and time management skills. Experience in an academic environment and knowledge of university policies, administration, and administrative system will be considered assets. Strong computer skills, including advanced knowledge of Microsoft Office products are essential. Familiarity with University systems will be considered an asset.

(Covering) Position Number 253-002
Classification OSSTF/TARA, District 35 Salary Band 5
Normal Hiring Range $25.30 – $25.25 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.