Academic Program Administrator

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Professional and Managerial Group

Academic Program Administrator

Family Relations and Applied Nutrition, College of Social and Applied Human Sciences

Hiring #: 2019-0445

Please read the Application Instructions before applying

Reporting to the Chair, Department of Family Relations and Applied Nutrition, the Academic Program Administrator will primarily be accountable for: scheduling teaching assignments and management of the enrollment for the department; administrative and promotional support to the graduate program; and department academic coordination, including recruitment of Sessional instructors and Graduate Teaching Assistants.

The Academic Program Administrator will be required to (in contribution with the Chair) complete activities related to undergraduate and graduate scheduling, teaching assignments and provide support to curriculum groups in the Department. The incumbent will be expected to work with the Graduate Coordinator and is the direct supervisor of the Graduate Program Assistant in all human resources related activities. The incumbent will also oversee the coordination of graduate admissions, facilitate and coordinate the orientation of new graduate students, create and execute the promotion of graduate programs, oversee and manage the coordination of graduate awards, and develop and maintain departmental records and forms associated with these responsibilities. The Academic Program Administrator will also be required to: advise and coordinate the successful recruitment of Sessional instructors and Graduate Teaching Assistants; be the department contact for Faculty and Academic Staff Relations on collective agreements; maintain and provide recommendations on information management systems; represent the Department at promotional events (some weekends); and support Department event planning as needed.

Requirements of the position include: a minimum of a Bachelor’s degree in a related social sciences field (Master’s degree preferred) and several years related experience, or an equivalent combination of education and experience. The incumbent must possess strong communication and listening skills; excellent organizational, leadership, planning and decision making skills; demonstrated ability to think and act independently while contributing to collective Department initiatives; demonstrated ability to work in a fast-paced setting on multiple projects within the same time frame; and advanced Microsoft Office skills. The incumbent must have effective interpersonal skills dealing with strong personalities, a high degree of political acuity and the aptitude to anticipate problems and foresee potential risks. Preferred qualifications include: knowledge of the university’s academic programs (undergraduate and graduate); experience with a university scheduling system; familiarity with collective agreements; familiarity with web based programs and previous supervisory experience.

Position Number 170-034
Classification P03*

Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] 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 24
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