Academic Services Assistant

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

Academic Services Assistant

Ontario Agricultural College, Ridgetown Campus

Temporary full-time from September 30, 2019 to October 16, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0515

Please read the Application Instructions [1] before applying

The University of Guelph, Ridgetown Campus is located in the town of Ridgetown, midway between London and Windsor, Ontario. The Ridgetown Campus is seeking an experienced Academic Services Assistant to provide support to diploma and certificate students with disabilities that require accommodations. As a member of a dynamic team, you will handle student/parent inquiries, develop accommodation plans, arrange student visitations, correspond with case workers, and manage day-to-day operations such as arranging test times and invigilating exams. You will work with other academic experts in the area of student teaching and administration and be responsible for handling confidential course evaluations (e.g. faculty scores), assisting the Associate Director with student appeals, arranging supplemental exams, and writing probation letters. Other duties assigned to the position include assisting with the Peer Helper program, the Graduation Planning Committee, and Student Recruitment.

Education and Experience

Requirements for the position include: Completion of a 2 year community college program and 2 to 3 years of progressive experience in an academic setting ideally working with post-secondary students possessing disabilities that require accommodations or an individual that has an equivalent combination of education and experience. The successful candidate must have advanced knowledge of various software programs including but not limited to Excel, Word, Power Point, Outlook, and databases (e.g. Access). Further, the candidate must be familiar with and be able to operate office equipment including photocopiers, scanners, assistive technology software (Kurzweil, Dragon Naturally Speaking, Inspiration, Jaws, etc.). The successful candidate must be able to work both independently and as part of a team. The incumbent should possess superior organizational skills, be able to exercise initiative, tact, and diplomacy when dealing with students, faculty and staff. Confidentiality must be maintained in all aspects of the position. An understanding of the university academic environment and culture is an asset.

(Covering) Position Number   462-018
Classification               OSSTF/TARA, District 35 Salary Band 5
Normal Hiring Range  $25.30 – $28.25 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.

Posting Date: 2019 09 16
Closing Date: 2019 09 27