Academic and Project Assistant

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Academic and Project Assistant

Department of Management, Gordon S. Lang School of Business and Economics

Hiring #: 2019-0516

Please read the Application Instructions [1] before applying

Reporting to the Administrative Assistant in the Department of Management (DoM), the incumbent acts as department reception and is responsible for providing departmental, operational and academic support directly related to the operations of the Department. The Department of Management is a large academic unit in the Gordon S. Lang School of Business and Economics. Responsible for the Accounting Major, Management Major, LOM Major, Human Resource Minor, Business Minor, and the Leadership Certificate undergraduate programs as well as an MA Management and a PhD in Management, DoM has 25 faculty members with over 1000 undergraduate students, as well as 15 PhD students, 35 MA students, and 30 Graduate Diploma students.

The Academic and Project Assistant provides administrative and academic support to the Department, including the financial operations and is responsible for both internal and external department communication, including the monthly newsletter, website, digital and social media maintenance, as well as department awards, events, projects and marketing.

In addition, the Academic and Project Assistant provides support to a variety of departmental committees including recording minutes of meetings as well as back-up support to the Academic Assistant and other staff as required.

Requirements of the position include: One (1) year Community College diploma coupled with at least one (1) year of related experience i.e. working within an academic department, or an equivalent combination of education and experience. Proficiency with Microsoft Office software is essential as well as familiarity with Acrobat Pro, FRS, ECS, Drupal, Sedona, CourseLink and similar University programs and services is strongly preferred, as well as Academic processes, policies and procedures. Strong clear and concise writing and oral communication skills are required. Strong record keeping skills is a must. Candidates must have excellent organizational, prioritization and multi-tasking skills as well as proven ability to manage time-sensitive tasks and maintain accuracy and attention to detail in a timely manner, in a fast-paced environment, with frequent interruptions while continually adapting to changing priorities. The successful candidate must be dependable and able to function equally well independently or as a member of a team. The Academic and Project Assistant must respect and maintain strict confidentiality, be congenial, tactful and diplomatic.

Position Number         190-036
Classification               USW, Local 4120 Salary Band 3*
Salary Range       $21.12 Minimum (Level 1)
                      $23.58 Normal Hiring Limit (Level 3)
                      $28.51 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.