Administrative Assistant to the Chair

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

Administrative Assistant to the Chair

Plant Agriculture, Ontario Agricultural College

Hiring #: 2019-0511

Please read the Application Instructions [1] before applying

The Administrative Assistant to the Chair provides broad administrative support to Canada’s largest and most diverse applied plant science department. The Department of Plant Agriculture currently has 33 faculty members and employs approximately 35 regular full-time staff, 75 contractual staff, and more than 120 graduate students. The Administrative Assistant to the Chair works closely with the Department Chair on all day-to-day administrative matters and has specific responsibility for:

- Actively managing a busy executive-level calendar
- Coordinating all aspects of the faculty Promotion and Tenure process, evaluation of faculty leave requests and vacation reports
- Working with the Chair and other admin team members to establish faculty teaching assignments
- Scheduling all components of the faculty hiring process
- Managing all HR requirements for faculty, regular full-time staff and sessional lecturers
- Official communication with visitors to the department, such as visiting scholars
- Monitoring and managing two organizational e-mail accounts – one for general department inquiries, and another that receives items for the Chair’s signature
- Space allocation in the Crop Science Building, including key distribution
- Managing 13 department e-mail listservs and department faculty, staff and affiliate directory listings

The position requires (minimum) a 1-year community college diploma and (minimum) 2 years of relevant experience in an administrative role (with a preference for 3 or more years of experience). The successful applicant will be able to demonstrate excellent written and verbal communication skills and interpersonal skills, and will be capable of exercising diplomacy and maintaining a high degree of confidentiality. They will also have demonstrated an ability to work both independently and as a productive member of a service-oriented admin team, and to take on leadership roles within that team. Practical experience with University of Guelph data management systems (HR, finance) is strongly preferred.

Position Number         0128-070
Classification               OSSTF/TARA, District 35 Salary Band 4
Salary Range              $23.25 Minimum (Level 1)
$25.98 Normal Hiring Limit (Level 3)
$31.44 Job Rate (Level 7)

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 18
Closing Date: 2019 10 01

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

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