Administrative Assistant to the Director

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Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Administrative Assistant to the Director

Campus Community Police, Emergency Services & Fire Safety

Hiring #: 2019-0509

Please read the Application Instructions [1] before applying

Reporting to the Director, Campus Community Police, Emergency Services and Fire Safety, the Administrative Assistant is responsible to effectively and efficiently support the mandate of the office. This position provides administrative, financial and human resources support for the Director and Managers within the office, this includes:

- Preparing, maintaining and administering year-end forecasts, budget spreadsheets and financial records;
- Providing support for Campus Community Police, Emergency Services & Fire Safety in all Human Resources related matters e.g. preparing and approving employee data forms; maintaining confidential human resources documentation; processing payroll, maintaining timesheets and vacation records, monitoring attendance records, payroll and sick / vacation control reports for a number of employee groups;
- Prepares confidential correspondence as required and anticipates the administrative support needs while taking the initiative to optimize the effectiveness and efficiency of the office;
- The incumbent liaises with the offices of university senior leadership and other external leadership administrators. In this role, they practice informed judgement, strong organizational and communication skills that demonstrate tact and diplomacy;
- The office reports directly to the Office of the VP (Finance, Administration and Risk), and by extension this position must maintain a high level of awareness of key leaders and staff from a vast number of stakeholders. Furthermore, as the administrative liaison the department they have access to critical emergency information and as such, the role is expected to handle confidential matters with the utmost discretion.

Requirements of the position include:

- Two (2) year community college in a related field (preferably Office Administration) plus a minimum of two (2) years of related experience;
- Intermediate accounting knowledge is required, and Advanced computer competency using the Microsoft Office suite and ability to learn and adjust to new technology;
- Experience working in a similar environment i.e. policing, fire services and/or emergency services with respect to payroll obligations and varying degrees of complex payroll policies is ideal;
- Knowledge of University of Guelph personnel policy and procedures, working knowledge of University of Guelph Time & Entry and Human Resource Employee Records systems and knowledge of the University of Guelph Financial systems and procedures are considered an asset;
- Excellent oral and written communication skills including the ability to be assertive
- Organizational, excellent time management and proven stress management skills
- Demonstrated ability to work independently and as part of a collaborative team
- Effective at dealing with multiple clients and excellent time-management skills
- Detailed oriented and problem-solving skills and initiative
- Ability to use discretion, tact and maintain confidentiality
- Ability to work effectively in a fast paced, high volume, constantly changing environment
Position Number         854-043
Classification               Exempt Group Salary Band 5*
Salary Range $25.23 Minimum (Level 1)
$28.18 Normal Hiring Limit (Level 3)
$34.13 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.

Posting Date: 2019 09 30
Closing Date: 2019 10 07

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

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