Administrative Assistant to Associate Dean Academic

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

Administrative Assistant to Associate Dean Academic

Dean’s Office, College of Social and Applied Human Sciences (CSAHS)

Temporary full-time from November 4, 2019 to May 21, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0531

Please read the Application Instructions before applying

Reporting to the Associate Dean Academic (ADA), Dean’s Office, the Administrative Assistant position provides consistent and high quality administrative support to the ADA Office and manages the CSAHS student awards program. The incumbent is responsible for managing more than 150 undergraduate and graduate scholarships, bursaries and travel awards and overseeing the awards processes. In support of the ADA and CSAHS Alumni Affairs and Development (AAD) Managers, the position plays a role in maintaining strong alumni and donor relationships with respect to awards; interacts regularly with academic units to develop, coordinate, promote and support the CSAHS awards systems and processes; encourages students to apply and assists with student selection; ensuring students meet eligibility requirements; prepares the annual awards financial forecast to determine award availability; planning, developing and coordinating the two annual awards events which includes booking hospitality, creating and sending out invitations, drafting speaker notes, attending the event to assist in the presentation and ensure the events run smoothly.

Managing his/her time effectively, the incumbent is able to anticipate the administrative support needs while taking the initiative to optimize the effectiveness and efficiency of administrative tasks. The incumbent will provide confidential administrative support; implement priorities established by the ADA; coordinate investigations of student academic misconduct; counsel students regarding academic policy; report to students and departments of Dean’s Honours List status; monitor, evaluate and recommend improvements to time management strategies for ADA and coordinate schedule; provide administrative support to college committees; make travel arrangements; maintain electronic and filing system; provide all administrative support to ADA.

Requirements for the position include: One (1) year community college (undergraduate degree preferred) plus twelve (12) months related administrative experience, or an equivalent combination of education and experience. Experience with awards management and administration are essential for this position. A strong working knowledge of academic, financial, and HR policies and procedures would be considered an asset. Additional requirements include: excellent communication, both written and oral; organization and time management skills; the ability to handle multiple tasks and meet deadlines; strong analytical skills with attention to detail and accuracy is mandatory; advanced computer skills including expertise in Microsoft Office Suite and web posting processes.

(Covering) Position Number 250-016
Classification OSSTF/TARA, District 35 Salary Band 4
Normal Hiring Range $23.25 – $25.98 per hour

At the University of Guelph, fostering a culture of inclusion 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 11

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