Academic Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Academic Assistant

School of Hospitality, Food and Tourism Management
Lang School of Business and Economics

Hiring #: 2019-0532

Please read the Application Instructions [1] before applying

Reporting to the Administrative Assistant, the Academic Assistant in the School of Hospitality, Food and Tourism Management will be the main contact and support for faculty, staff as well as undergraduate and graduate students, visitors and various university staff entering the administration office of the school.

The Academic Assistant is responsible for supporting all undergraduate matters handled by the school. This includes compiling and preparing course evaluation material; grade submission; coordination of examination and invigilation schedules; uploading examination grades; ordering textbooks; and organizing awards and Scholarships/Events.

The incumbent will provide general office support including processing work orders; ordering supplies; providing duplicating services; preparing and processing revenue remittances, petty cash, travel claims, coding invoices, assisting with reconciling FRS, assisting with Sedona and other associated duties as well as, providing back up to the Logistics Coordinator and Administrative Assistant.

Requirements of the position include: One year post secondary education (in a secretarial or business administration program preferred) plus some related experience; or an equivalent combination of education and experience. Data base management and record keeping skills; word processing skills; and strong written and oral communication skills are required. Proficiency in MS Word, MS Excel and MS Access is required. Candidates must have excellent organizational, prioritization and multi-tasking skills and the 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. Candidates must respect and maintain strict confidentiality, be congenial, tactful and diplomatic.

Position Number 185-022
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.

Posting Date: 2019 09 30
Closing Date: 2019 10 07
Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/academic-assistant

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