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

Assistant, Academic and Students Shared Administrative Services

Ontario Veterinary College (OVC)
Temporary full-time from November 1, 2019 to June 30, 2020

Hiring #: 2019-0568

Please read the Application Instructions [1] before applying

Reporting to the Doctor of Veterinary Medicine (DVM) & Clinical Program Administrative Manager, the Assistant, Academic and Students serves as a member of OVC’s Shared Administrative Services providing administrative support to DVM scheduling. This includes the Phases 1-3 schedules in Enterprise and the Phase 4 schedules in E*Value, ensuring that the schedules are built according to established business rules and data entry standards, and contributing to these standards and business rules when changes are warranted.

Primary responsibilities include:

- Assist with the approval of Phase 4 students’ schedules – this includes internal (OVC) and external rotations, and involves checking appropriate documents for completion
- Assist with organizing Phase 3 students towards building their preliminary Phase 4 schedules
- Assist with the management of room bookings for the Phase 4 rotations and graduate courses
- Work with the Academics and Students Assistant to develop the Phase 1-3 DVM timetables
- Serve as a backup scheduler for all college rooms in the absence of the individual with primary responsibility
- Assist with documentation of Standard Operating Procedures

Requirements of the position include:

- Completion of 1 year of post-secondary education in a related program plus a minimum of 18 months of experience in a relatable field, or an equivalent combination of education and experience
- Demonstrated attention to accuracy and detail
- Previous experience scheduling (knowledge of E*Value and/or Enterprise is an asset)
- Experience with student information systems is desirable
- Professionalism – dealing with students, faculty and other stakeholders
- Strong computer skills which include the use of Microsoft Office suite
- Familiarity with an academic environment would be an asset

Classification               USW, Local 4120 Salary Band 3
Normal Hiring Range  $21.12 - $23.58 per hour

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 10 09
Closing Date: 2019 10 17

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/assistant-academic-and-students-shared-administrative-services

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