Academic Program Assistant

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

Academic Program Assistant

Department of History, College of Arts

Temporary full-time from November 18, 2019 to February 14, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0582

Please read the Application Instructions [1] before applying

The Department of History in the College of Arts is home to over 20 faculty that teach courses with approximately 5,000 student enrollments each year and are active scholars with specialists in Asian, Middle Eastern, African, Latin American, Canadian, American, Indigenous, European, and Scottish History and particular thematic strengths in the history of medicine and science, the history of tourism and travel, gender history, digital history, environmental and rural history, the history of animals, food history, and the medieval/early modern period. The department has comprehensive and high-quality program offerings that include a major, a minor, and an area of concentration in the Bachelor of Arts (BA) as well as graduate programs (Master of Arts (MA) and a Doctor of Philosophy (PhD)), runs as part of the Tri-University program offered in collaboration with the departments of history at the University of Waterloo and Wilfrid Laurier University.

This is an exciting opportunity to join the Department of History to support outstanding research and teaching and to positively influence the student experience. Reporting to the Chair of History and the Associate Director, Finance and Operations for the College of Arts, the Academic Program Assistant is vital to the day-to-day operation of the department in delivering services knowledgeably, efficiently, and accurately to faculty, students and staff.

This Academic Program Assistant supports the department by providing direct administrative support for the department’s academic programs, undergraduate and graduate. This includes coordinating course outlines and schedules, student data and records, exams and thesis defenses, program and course changes, graduate student admissions and funding, and other administrative support for the academic programs as they arise. This position works closely with the Administrative Assistant to the Department Chair to provide general office administrative support for the department such as: responding to inquiries, updating information on the department website, records retention, and other administrative support duties as required.

Requirements of this position include:

- One-year Community College (Degree in Business Administration or related field preferred)
- One-year related experience preferably in a university administrative environment (several years related experience preferred) or an equivalent combination of education and experience.
- Proficiency using Microsoft Office 365 and experience with a wide variety of institutional software packages that support academic program management and student services.
- Proven ability to excel within a small working group and act as an effective team member of a large organization.
- Excellent personal judgment in order to multitask and prioritize duties while dealing with interruptions and competing deadlines.
- Familiarity with policies and procedures at a University in a wide variety of functional areas such as: academic programs, human resources, financial services, research, student awards, etc.
Covering Position Number  270-046
Classification  USW, Local 4120 Salary Band 4
Normal Hiring Range  $23.13 - $25.85 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 22
Closing Date: 2019 10 29

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

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