Academic Assistant

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Position covered by the Collective Agreement with USW Local 4120

Academic Assistant

Department of Economics and Finance
Gordon S. Lang School of Business and Economics

Hiring #: 2019-0603

Please read the Application Instructions [1] before applying

Reporting to the Administrative Assistant, the Academic Assistant in the Department of Economics and Finance is responsible for supporting all academic matters handled by the department. This includes: maintaining confidential student records; maintaining program applications, enrolment, and graduation statistics; dealing with all correspondence and inquiries related to the academic programs offered by the department; the duplication and distribution of course material; ensuring all academic program information on the Department’s website is current; coordinating textbook orders; and scheduling and conducting course evaluations. In addition, the Academic Assistant will provide general office assistance and back up support as needed.

With respect to the graduate program in particular, the Academic Assistant is responsible for dealing with program inquiries and correspondence related to the graduate program; monitoring entrance applications for completeness; reviewing transcripts in comparison to minimum entrance requirements; maintaining financial records regarding graduate support funds, GTA positions, and scholarships; preparing GTA postings and contracts; submitting progress reports and final grades to graduate studies; ensuring nominations are completed for external scholarships and awards; arranging graduate seminar presentations, including thesis defenses; ensuring deadlines are communicated to students and faculty; arranging graduate related functions and new student orientation events; and preparing information packages for incoming students.

Requirements of the position include: 1 year Community College diploma (University degree preferred) coupled with some experience in an academic department, excellent time management skills, clear knowledge of the University’s administrative, financial, personnel policies and procedures as they pertain to undergraduate and graduate students. Also required are proficiency with WebNow, Colleague, FRS, MS Office software, a data analysis program (e.g. Stata, R, Excel analysis tool pack, etc.) as well as knowledge of the University’s programs and services. Proven ability to work accurately and promptly under pressure in a fast-paced environment is essential, as are excellent interpersonal, oral and written communication skills. The successful candidate must be detail-oriented, dependable, and able to compose clear and concise correspondence.

Covering Position Number 295-025
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 11 04
Closing Date: 2019 11 11

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/academic-assistant-0

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