Administrative Assistant to the Director

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Office, Clerical and Technical

Administrative Assistant to the Director

Department of the Live, Work Well Research Centre
College of Social and Applied Human Sciences (CSAHS)

Temporary part-time from December 2, 2019 to August 22, 2022

Hiring #: 2019-0616

Please read the Application Instructions [1] before applying

Reporting to the Director, Department of Families, Work Well Research Centre, College of Social and Applied Human Sciences, the Administrative Assistant position provides consistent and high quality administrative support and is a key contact for the department. Using effective time, the incumbent is able to anticipate the administrative support needs of the Director while taking the initiative to optimize the effectiveness and efficiency of administrative tasks that are their responsibility. The incumbent will be responsible for processing journal entries, cheque requisitions, purchase orders and expense reports. The incumbent will take on additional activities and responsibilities in support of the broader departmental and college operations as necessary and as assigned.

Requirements for the position include: One (1) year community college in a related field (undergraduate degree preferred) and two (2) years administrative experience, or an equivalent combination of education and experience; strong organizational, communication and writing skills; professional judgment, tact, diplomacy; and the ability to work both pro-actively and re-actively under tight time-frames and completing priorities; strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook 365), FRS, and other University–based information systems. Previous experience or familiarity with financial management is an asset.

Hourly rate $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 11 04
Closing Date: 2019 11 11

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