Administrative Assistant

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Administrative Assistant

Centre for Advancing Responsible and Ethical Artificial Intelligence (CARE-AI)
College of Engineering and Physical Sciences

Hiring #: 2019-0633

Please read the Application Instructions [1] before applying

The mission of the newly created Centre for Advancing Responsible and Ethical Artificial Intelligence (CARE-AI) is to advance multidisciplinary AI training, research and the responsible application of AI to foster economic growth and improve life. CARE-AI is unique, as it integrates ethics, governance and social responsibility with technical leadership. While CARE-AI is being led by the College of Engineering and Physical Sciences (CEPS), its membership will include faculty from all Colleges on campus – working in one or more of the three core pillars: AI methodologies; AI applications; and AI responsibility.

Reporting to the Manager of CARE-AI and Associate Director, Finance & Operations (CEPS), the incumbent is responsible for ensuring efficient and timely administrative support for the operation of CARE-AI and the Deans Office. The Administrative Assistant is accountable for assisting the Manager on the day-to-day operations by providing administrative support and information management. Specific duties include: scheduling and prioritizing activities; screening mail and responding to inquiries; arranging meetings and taking minutes; assisting with website maintenance and communications; organizing conferences, workshops and events; processing purchase requisitions and financial transactions; maintaining key files and information for the Centre. The Administrative Assistant is also expected to provide support and backup to Administrative Assistant to the Dean and Associate Deans as required.

In addition, CARE-AI supports the Collaborative Specialization in AI (CSAI), with the plan to further grow and contribute to the development of new academic programs. The Administrative Assistant will work closely with the Manager, Academic Director, Graduate Program Coordinators and other Graduate Program Assistants to support the administrative duties for CSAI and future graduate programs. The incumbent will provide direct and effective lines of communication with other units in the College and across campus.

Requirements of the position include: One-year community college diploma in administration or a related field (undergraduate degree preferred) along with a minimum 1 year of related experience, or an equivalent combination of education and experience.

Other skills and competencies include: ability to make decisions using integrity and sound judgment; high level of discretion and diplomacy to deal with confidential and sensitive matters; excellent attention to detail; strong problem solving skills; initiative; excellent interpersonal skills; ability work independently or as part of a team is critical; strong organization and time management skills. Experience in an academic environment, understanding of academic programs, university policies, student support, and administrative systems will be considered assets. Strong computer skills, including advanced knowledge of Microsoft Office products is essential. Experience working with customer relationship management (CRM) and website management software will be considered assets.
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 20
Closing Date: 2019 12 03

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