Administrative Assistant to the Chair

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Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant to the Chair

Department of History, College of Arts

Hiring #: 2019-0670

Please read the Application Instructions [1] before applying

The Department of History is home to over 20 faculty who teach and research in Asian, Middle Eastern, African, Latin American, Canadian, American, Indigenous, European, and Scottish History and with thematical 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. With approximately 5,000 student enrolments each year, the department has comprehensive and high-quality program offerings that include a Bachelor of Arts (BA), a Master of Arts (MA), and a Doctor of Philosophy (PhD) in History.

This is an exciting opportunity to join the Department of History at the College of Arts 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 Administrative Assistant to the Chair is vital to the day-to-day operation of the department in delivering services knowledgeably, efficiently, and accurately to faculty, students and staff.

The position supports the department by administering academic appointments, course scheduling, facilitating course evaluations, monitoring the department’s operating budget, processing financial transactions, overseeing HR administration, interpreting administrative policies, initiating and monitoring office maintenance and supporting the administrative activities of the department. In supporting the Chair of History, the role provides support for scheduling department meetings and activities, correspondence and filing systems, and the tenure, promotion, and performance processes at the department level. The Administrative Assistant communicates with various stakeholders in a professional manner, demonstrating an exemplary level of service. The role maintains a close working relationship with the Dean’s Office, providing reporting on various departmental data and participating in college-wide administrative initiatives. The position provides functional supervision to a full-time Academic Program Assistant, who is key to the operations of the department from supporting grade submission to graduate student management, and general office administration.

Requirements of this position include:

- One year community college in Office Administration (two-year community college degree in Business Administration is preferred) and one year previous experience providing administrative support (two to three years’ experience preferred) or equivalent combination of education and experience.
- Experience in a University environment would be an asset.
- Proficiency using Microsoft Office 365 and experience with a wide variety of institutional software packages that support academic program management, human resource management, financial administration, and student services.
- Proven ability to provide leadership 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..

Position Number        270-027  
Classification         OSSTF/TARA, District 35 Salary Band 4  
Salary Range            $23.25 Minimum (Level 1)  
                        $25.98 Normal Hiring Limit (Level 3)  
                        $31.44 Job Rate (Level 7)  

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 12 04  
Closing Date: 2019 12 17

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