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

Hiring #: 2020-0069

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) and a graduate program that 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 and offer a Master of Arts (MA) and a Doctor of Philosophy (PhD) in History.

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, both at the undergraduate and graduate levels. This includes dealing with student and instructor enquiries as well as coordinating course outlines and schedules, student data and records, exams and deferred exams, courses and program changes, thesis defenses and other MA and PhD milestones, graduate student admissions and funding, and other administrative support for the academic programs as they arise. This position must have an awareness and knowledge of the department, college, and institutional deadlines and 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 (1) year community college in Business Administration or related field.
- One (1) year of relevant experience providing administrative support, preferably in a University environment, 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 and diverse organization.
- Excellent personal judgment, organizational skills, and problem-solving ability in order to multitask and prioritize duties while dealing with interruptions and competing deadlines.
- Ability to interpret and administer policies and procedures at a University in a wide variety of functional areas such as: academic programs, human resources, financial services, research, and student awards.

Position Number          270-046
Classification | USW, Local 4120 Salary Band 4  
Salary Range | $23.13 Minimum (Level 1)  
| $25.85 Normal Hiring Limit (Level 3)  
| $31.29 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: 2020 02 18  
Closing Date: 2020 02 25

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  