Undergraduate Program Assistant

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Position covered by the Collective Agreement with USW Local 4120

Undergraduate Program Assistant

Department of Family Relations and Applied Nutrition
College of Social and Applied Human Sciences

Hiring #: 2020-0099

Please read the Application Instructions [1] before applying

The Department of Family Relations and Applied Nutrition is a long-established academic unit in the College of Social and Applied Human Sciences that offers three different undergraduate specializations in the BASc degree program (Applied Human Nutrition, Child Studies, and Family Studies and Human Development). Reporting to the Department Chair, the incumbent is responsible for supporting all academic matters related to the administration of undergraduate programming offered by the department. General duties include: assisting the Chair with the scheduling of undergraduate courses (including classroom and final examination scheduling); uploading final undergraduate grades; administering deferred grades; responding to undergraduate student inquiries about course registration; assessing requests and signing course waivers during course selection periods; preparing and distributing enrolment-related data and other reports for use in the department; and updating the department website. This position manages communications related to the undergraduate program, including handbooks and promotional materials, and participates in undergraduate recruitment activities. The incumbent will also provide general office assistance, including back-up support to the Graduate Program Assistant.

Requirements of the position include:

One (1)-year community college and a minimum of six (6) months related experience, or an equivalent combination of education and experience. Candidates must demonstrate strong organizational and time management skills. Also required is proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Access, etc.), Colleague (DataTel), WebAdvisor, and knowledge of University undergraduate policies and procedures. 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.

Position Number 170-073
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: 2020 03 02
Closing Date: 2020 03 09
Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/undergraduate-program-assistant

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