Administrative Assistant to the Chair and Faculty

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

Administrative Assistant to the Chair and Faculty

Shared Administrative Services, Ontario Veterinary College

Two (2) Positions

Hiring #: 2020-0184

Please read the Application Instructions [1] before applying

Two exciting opportunities for Administrative Assistants to the Chair and Faculty exist within OVC’s Shared Administrative Services. These two unique and integral roles in support of the mission of the department of Clinical Studies and the department of Population Medicine are open to applicants who want to be part of a dynamic team in support of OVC’s mission.

Reporting jointly to the OVC Shared Administrative Services (SAS) Manager and the Department Chair, the Administrative Assistant to the Chair and Faculty (AACF) works directly within the academic department and supports the Chair and Faculty in ensuring their success in meeting the teaching, research and service mandates of the department. The incumbent must exercise initiative, tact, discretion, flexibility and diplomacy through interactions with a wide range of students, faculty and staff both in the department and beyond. As a key member of the Ontario Veterinary College’s Shared Administrative Services (SAS), the incumbent supports other team members as required.

The duties of the AACF include:

- Supporting the academic department while contributing to a client focused environment by ensuring faculty, staff, students and visitors are met in a professional manner, and provided with required information or redirected appropriately.
- Supporting the Department Chair with administrative responsibilities including the tenure and promotion process.
- Supporting all aspects of the Doctor of Veterinary Medicine (DVM), undergraduate, and graduate programs, both within the department and the college, including all administrative activities that create a positive academic experience for our students.
- Organization, coordination, and completion of administrative and operational activities for the academic department.
- Coordination of course and teaching evaluations, examination processes, and grade submissions.
- Coordination and assistance with undergraduate and graduate course scheduling.
- Provision of departmental communications relating to academic programs, upcoming events, and other department news through updating and maintaining the department website.
- Participation in special projects at OVC arranged in conjunction with the Manager.

Requirements for this position include:
One (1) year post-secondary education (College diploma related to office administration or undergraduate degree is preferred) and a minimum of two (2) years’ related experience, or an equivalent combination of education and experience. Experience in Adobe Acrobat, Microsoft Office (Word, Excel, PowerPoint, SharePoint), and the ability to work with various software applications is required. Previous experience working within an academic environment would be an asset.

Candidates should be able to demonstrate:

- Excellent written and oral communication skills
- Effective communication and interpersonal skills with a high level of tact, diplomacy, discretion, and strong judgement
- Excellent organizational and time management skills and the ability to meet deadlines
- Attentiveness to detail with ability to multi-task and adapt quickly in a fast-paced environment with constant interruptions
- Ability to work effectively both independently and within a team
- Ability to accurately collect and input data
- Familiarity with the application and interpretation of university policies and procedures
- Broad experience in administrative support and the ability to independently recommend process changes and embrace organizational change
- Ability to recognize and proactively consider the impact of actions

Position Number         206-012; 206-016
Classification               OSSTF/TARA, District 35 Salary Band 4*
Salary Range  $23.60 Minimum (Level 1)
$26.37 Normal Hiring Limit (Level 3)
$31.91 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 06 29
Closing Date: 2020 07 13

Keywords: current [3] opportunity [4]

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