Academic Program Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Academic Program Assistant

School of English and Theatre Studies, College of Arts

Temporary full-time from November 2, 2020 to June 2021
Temporary absence of the regular incumbent

Hiring #: 2020-0301

Please read the Application Instructions [1] before applying

The School of English and Theatre Studies is home to 26 faculty who teach and research in diverse strengths of Colonial, Postcolonial, and Diasporic Studies; Canadian Literature; Early Modern Studies; Media, Technology and Literacy in the Humanities; Studies in Performance and Politics; Sexuality and Gender Studies; Transnational Nineteenth-Century Studies; and more. With approximately 2,800 student course enrolments each year, the school has comprehensive and high-quality program offerings that include: a Bachelor of Arts (BA) program in English, a BA in Theatre Studies, a minor in Creative Writing, a minor in Media and Cinema Studies, a Master of Arts (MA) program in English, a MA in Theatre Studies, a MA in Critical Studies in Improvisation, a Master in Fine Arts (MFA) in Creative Writing, a Doctor of Philosophy (PhD) in Literary/Theatre Studies, and a PhD in Critical Studies in Improvisation.

This is an exciting opportunity to join the School of English and Theatre to support outstanding research and teaching and to positively influence the student experience. Reporting to the Director of the School of English and Theatre Studies 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 school by providing direct administrative support for the school’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 school, college, and institutional deadlines and works closely with the Administrative Assistant to the Director to provide general office administrative support for the school such as: responding to inquiries, updating information on the school website, records retention, and other administrative support duties as required.

Requirements of this position include:

- One (1) year community college in Office Administration (two-year community college degree in Business Administration is preferred) and a minimum of one (1) year of previous experience providing administrative support, or equivalent combination of education and experience.
- Experience providing administrative support at an academic unit in a University environment would be an asset.
- Proficiency using Microsoft Office 365 required and experience with a wide variety of institutional software packages that support academic program management and student services is preferred.
- Proven ability to excel within a small working group and act as an effective team member of a large and
diverse organization.

- Excellent verbal and written communication skills.
- Excellent inter-personal skills to interact diplomatically and tactfully with students, staff, and faculty while providing excellent service with a positive attitude.
- 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, preferably in a post-secondary environment, in a wide variety of functional areas such as: academic programs, human resources, financial services, research, and student awards.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Covering Position Number   269-070  
Classification               USW, Local 4120 Salary Band 4  
Normal Hiring Range $23.13 - $25.85 per hour

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 09 17  
Closing Date: 2020 09 24

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  