Administrative Assistant

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Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant

Student Wellness, Student Affairs

Temporary full-time from May 17, 2021 to April 1, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0210

Please read the Application Instructions [1] before applying

The Administrative Assistant provides administrative, secretarial and financial support to all Staff in Student Wellness Services (SWS) which includes the Wellness Education Centre (WEC), the Health Clinic (SHS), Counselling Services (CS), Student Accessibility Services (SAS), and the Health & Performance Centre (HPC). Student Health Services and Wellness Education Centre are mandated to provide primary care and health promotion services to all University of Guelph students, their immediate families, and visitors to the campus. Student Accessibility services and Counselling Services provide counselling and advisory services to the University of Guelph student population. The HPC is both a student and a non student (community) service. Our services are therefore extremely comprehensive and this position must be apprised of them all including their functions; associated University and Medical confidentiality policies and procedures and priorities.

This position reports immediately to the Director of Student Wellness, and functions as administrative support to the Director on operational and strategic initiatives of the department. The administrative assistant is responsible for the purchasing of office, pharmaceutical and medical supplies as per low value purchase order and high value purchase order policies and procedures; inventory management of office supplies; verification of payments for goods and services received; preparation of processed monthly financial transactions for FRS reconciliation; revenue remittance with Billing Services for check and balance; maintaining and organizing the storage and retrieval of all HR and practitioner contracts and service agreement as authorized by the Director; liaising with on campus and off campus partners as required to support the functions of the services and office administration that may include meeting and agenda planning.

Requirements of the position include: One year Community College (Health Office Administration Certificate preferred) and a few years experience or equivalent education and experience in a health profession setting; knowledge of Medical Electronic billing and scheduling systems; bookkeeping or accounting knowledge; Strong sense of urgency and problem solving skills; ability to juggle multiple projects; excellent interpersonal and communication skills and judgment; the ability to set priorities and to organize work effectively and accurately; Exceptional customer service skill with our customers and internal departments. Excellent skills with computer software are required, specifically Microsoft office suite. Prior experience in a medical office or clinic setting is essential. Additional requirements include: ability to deal with unique staff and client personalities; maintain strict confidentiality; exercise professionalism, discretion, diplomacy and tact.

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 598-002
Classification OSSTF/TARA, District 35 Salary Band 4
Normal Hiring Range $23.60 – $26.37 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.

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity
[4] https://www.uoguelph.ca/hr/tags/current
[5] https://www.uoguelph.ca/hr/tags/opportunity