Administrative Assistant to the Director

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

Administrative Assistant to the Director

Athletics

Hiring #: 2021-0204

Please read the Application Instructions [1] before applying

Reporting to the Director, the Administrative Assistant (Admin Assistant), is responsible for the efficient and timely operation of the Director’s office and provides support directly to the Director of Athletics, the Business Office and the Management team as needed.

The incumbent is responsible for performing a variety of administrative and clerical tasks including but not limited to: maintaining the Director’s calendar, planning, scheduling and assisting with meetings and specialized department events throughout the unit, organizing and maintaining paper and electronic files, ensuring any necessary communication is disseminated throughout the department, preparing meeting agendas and taking minutes as required, creating and maintaining tracking spreadsheets, tracking and ordering all office supplies which includes maintaining leased office equipment and contact with the vendors.

As the immediate support to the Director, the incumbent is often the first point of contact to numerous external contacts including alumni, government officials, and other community and corporate contacts and is responsible for organizing travel and guest arrangements as directed.

The incumbent will provide regular financial and human resources support to the Business office assisting with financial and payroll duties. The Admin Assistant is responsible for processing all personnel/payroll related transactions for all staff positions and maintains all records with regards to vacation, sick leave, employee appointments, job fact sheets and will also assist with onboarding and offboarding staff.

As the department of Athletics services the entire University Community, the incumbent will assist with the communication of events and services occurring in Athletics and must be proficient drafting correspondence and comfortable with information management tools ie. email functions and social media tools.

Requirements of the position include:

- One (1) year community college in a related program coupled with at least two (2) years’ experience providing high level administrative support in a fast-paced environment. An equivalent combination of education and experience may be considered. A background with an emphasis in recreation or sport administration is preferred.
- Strong organization and time management skills are essential for this role.
- Exceptional customer service skills and the ability to work in a dynamic and demanding environment.
- Demonstrated ability to work well individually as well as with a team with strong problem solving skills and initiative.
- Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint) and online meeting platforms (Zoom, MS Teams, etc) are critical.
- Knowledge of the University policies and systems including FRS and other University–based information systems would be considered a strong asset.
- Demonstrated ability to employ sound judgement and discretion, integrity, diplomacy, and professionalism.
when working with sensitive and confidential information

- Experience working in a unionized environment, interpreting collective agreement language would be considered an asset.

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

Position Number 042-004
Classification OSSTF/TARA, District 35 Salary Band 4
Salary Range $23.60 Minimum
$26.37 Normal Hiring Limit
$31.91 Job Rate

At the University of Guelph, fostering a culture of inclusion 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: 2021 05 17
Closing Date: 2021 05 31

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