Academic Program Assistant

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Position covered by the Collective Agreement with USW Local 4120

School of English and Theatre Studies, College of Arts

Hiring #: 2021-0246

Please read the Application Instructions [1] before applying

This position is an exciting opportunity to be involved in the administration of outstanding teaching and learning, positively impact the student experience, and coordinate innovative academic programs in the School of English and Theatre Studies. 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 school’s day-to-day operation by providing direct administrative assistance to academic programs and delivering essential services—knowledgeably, efficiently, and accurately—to faculty, students, and staff.

The Academic Program Assistant coordinates the school’s academic programs at both undergraduate and graduate levels. This includes answering student and instructor enquiries, organizing course outlines and schedules, tracking student data and records as well as courses and program changes, arranging exams, deferred exams, thesis defenses, and other MA and PhD milestones, coordinating graduate student admissions and funding applications, and other administrative support for the academic programs as they arise. The Academic Program Assistant must have an awareness and knowledge of the school, college, and university deadlines and work effectively with faculty and students to ensure that these institutional deadlines can be met. Additionally, the Academic Program Assistant will work 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 duties as required.

The School of English and Theatre Studies is home to 26 faculty who teach and research in Creative Writing, English, Improvisation, and Theatre. With approximately 2,800 student course enrolments each year, the school offers a variety of comprehensive and high-quality academic programs: a Bachelor of Arts (BA) program in English, a BA in Theatre Studies, a BA 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.

Requirements of this position include:

- While a variety of combinations of education and experience are valued, the minimum requirements are one (1) year of community college in Office Administration (two-year community college degree in Business Administration is preferred) and a minimum of one (1) year of previous administrative experience, or an equivalent combination of education and experience;
- Experience in administration and academic program coordination in a University environment and within an arts and humanities discipline 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;
- Demonstrated ability to interface with coworkers and University stakeholders in an equitable and accessible
manner to contribute to a culture of inclusion and respect;
- 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 take initiative to pro-actively identify potential problems or outstanding tasks, prepare required supporting information, and make recommendations so that tasks can be completed, or decisions can be made efficiently and effectively;
- 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.

Position Number 269-070
Classification USW, Local 4120 Salary Band 4
Salary Range $23.59 Minimum
$26.37 Normal Hiring Limit
$31.92 Job Rate

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: 2021 05 31
Closing Date: 2021 06 07

Page category: Current Opportunity [3]

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