Administrative Assistant

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Administrative Assistant

Centre for Scottish Studies, Department of History, College of Arts

Temporary part-time from July 2021 to April 30, 2022
(Less than 24 hours a week)
Hiring #: 2021-0316

Please read the Application Instructions [1] before applying

The Centre for Scottish Studies at the University of Guelph is the oldest and most eminent academic unit in North America to carry out research, graduate training and teaching on Scottish history and Scottish culture. This Administrative Assistant will help support the smooth operation of the Centre for Scottish Studies.

Reporting to the Scottish Studies Foundation Chair, the successful candidate will undertake tasks in connection with the Scottish-Canadian Affairs Office. These tasks include:

- Monitoring email, postal delivery and phone messages on a weekly basis, and replying when required or forwarding to relevant faculty or student;
- Distributing approved communications supplied by the Director and students via Listservs (and updating email lists when required);
- Keeping a running list of incoming and completed students engaged in the study of Scotland on campus (using the existing list, and updating it annually);
- Liaising with students regarding social media advertising of events;
- Registering event participants using third-party platforms (e.g., Eventbrite) for the annual colloquium in autumn and occasional events that require registration, and reserving rooms and catering related to those events;
- Processing and submitting reimbursements for the Director’s research and any students who incur costs in their organization of events and/or research;
- Circulating information provided by the Director about awards, according to the awards calendar and submitting nomination forms to College of Arts Office;
- Communicating with publishers regarding the Frank Watson Book Prize and liaising with the Director regarding the process of selection, which is managed by the Director.

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 six (6) months previous administrative experience, or equivalent combination of education and experience;
- Experience providing administrative support in a university environment would be an asset;
- Proficiency using Microsoft Office 365, listservs, databases, and other administrative software tools;
- Excellent verbal and written communication skills;
- Demonstrated ability to interface with coworkers, students, alumni, 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 to multitask and prioritize duties while dealing with interruptions and competing deadlines.

This position is expected to work 5-10 hours per week, but hours may fluctuate throughout the year based on
operational demands.

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

Hourly rate $21.54 - $24.06 per hour*

*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: 2021 06 23
Closing Date: 2021 07 07

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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