Administrative Assistant Office of the Dean

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Technician/Administrative/Research/Agricultural

Administrative Assistant Office of the Dean

Ontario Veterinary College Shared Administration Services (OVC SAS)

Hiring #: 2021-0356

Please read the Application Instructions [1] before applying

Reporting jointly to the Dean and the Chief Administrative Officer while working within a Shared Administrative Services environment, the Administrative Assistant (AA) provides advanced administrative support to the Dean and the Executive Director, Strategy and Planning (EDSP) as well as other members of the College's leadership team. The incumbent is the resource person for OVC Dean’s Council. Primary responsibilities include coordinating appointments with senior members of the University administration or key external contacts and stakeholders including donors. The incumbent is tasked with significant logistical and scheduling challenges, which must be managed in a timely manner and with an appropriate degree of self-direction and discretion. The AA drafts correspondence and reports for the Dean and EDSP and edits, formats and finalizes documentation and correspondence including those related to tenure, promotion and performance letters.

The AA receives and screens incoming calls, mail and visitors and determines priority issues - alerting the Dean and EDSP and others accordingly. Working closely with the Chief Administrative Officer the AA supports preparation of materials related to faculty relations, faculty recruitment or other human resources related items that require tact, confidentiality, timeliness and discretion. The incumbent manages the schedule and agenda for Dean's Council including record keeping and timely follow up of tasks and decisions.

The AA supports the Dean on all activities related to external relations in coordination and consultation with members of the Advancement, Pet Trust, and Communications & Marketing teams. The AA also supports college level events that involve the Dean including management of logistics, invitations and day of activities.

Requirements of the position include:

- Completion of 1 year in a relevant community college program plus 3 years of related experience, or an equivalent combination of education and experience
- Successful completion of a 2 year community college program in a related program (eg. Business Administration) preferred
- Demonstrated problem-solving skills and advanced critical thinking skills
- Actively supportive of methods and tools for continuous process improvement
- Exceptional interpersonal and communication skills (both written and verbal)
- Strong organizational skills with the ability to manage logistics and scheduling challenges in a calm and effective manner
- Excellent skills using any of the Microsoft Office suite (especially Word, Excel and PowerPoint)
- Familiarity with an academic environment and culture is 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 206-025
Classification OSSTF/TARA, District 35 Salary Band 4*
Salary Range $23.84 Minimum
$26.63 Normal Hiring Limit
$32.23 Job Rate

*Tentative evaluation; subject to committee review.

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 07 19
Closing Date: 2021 07 30

Page category: Current Opportunity [3]

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