Academic Services Assistant

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Academic Services Assistant

Ridgetown Campus

Temporary full-time from August 23, 2021 to August 18, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0363

Please read the Application Instructions [1] before applying

Ridgetown Campus is seeking an experienced Academic Services Assistant to provide support to diploma and certificate students with disabilities requiring accommodations. The Academic Services Assistant is responsible for providing students who experience disabilities with full and equitable participation in academic life. Ridgetown Campus strives towards creating a barrier-free environment where all students can achieve their potential.

Reporting to the Assistant Dean, Academic, and as a member of a dynamic team, you will handle student/parent inquiries, develop accommodation plans, arrange student visitations, correspond with case workers, and manage day-to-day operations such as arranging test times and invigilating exams. You will schedule and meet students to review documentation, accommodations, procedures, and policies required for registration through disability services, and ensure timely and efficient implementation of the plan. You will work with other academic experts in the area of student teaching and administration and be responsible for handling confidential course evaluations (e.g., faculty scores), assisting the Associate Dean Academic with student appeals, arranging supplemental exams, and writing probation letters. Other duties assigned to the position include assisting with the Peer Helper program, the Graduation Planning Committee, and Student Recruitment.

Requirements of the position include:

- Completion of a 2 year community college program and 2 to 3 years of progressive experience in an academic setting, ideally working with post-secondary students possessing disabilities that require accommodations. An individual that has an equivalent combination of education and experience will also be considered;
- Advanced knowledge of various software programs including but not limited to Excel, Word, Power Point, Outlook, and databases (e.g. Access);
- Familiarity with and ability to operate office equipment including photocopiers, scanners, assistive technology software (Kurzweil, Dragon Naturally Speaking, Inspiration, Jaws, etc.);
- Ability to work both independently and as part of a team;
- Superior organizational skills;
- Ability to exercise initiative, tact, and diplomacy when dealing with students, faculty and staff;
- Excellent communication skills;
- Ability to work with and process confidential information with discretion and sensitivity;
- Experience working in the university academic environment is an asset.

The University of Guelph, Ridgetown Campus is located in the town of Ridgetown, midway between London and Windsor, Ontario.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.
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 07 19
Closing Date: 2021 07 30

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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