Administrative Assistant

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Administrative Assistant

Student Affairs & Office of the President

Temporary full-time from August 1, 2021 to May 30, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0375

Please read the Application Instructions [1] before applying

As the hub of the business and leadership of the University of Guelph, the offices of the Executive Suite has involvement in various activities that require a large number of internal and external visitors to visit the suite on a daily basis. The Executive Suite encompasses the Office of the President, Offices of the Provost and Vice-President (Academic), Office of the Vice-President (Research), Office of the Vice-President (External), Office of the Vice-President (Finance & Operations) and the Office of the Vice-Provost (Student Affairs).

The Administrative Assistant is the first point of contact in the Executive Suite and as such, plays a key part in creating a positive impression of the executive leadership team. This is a multi-functioning position which in many ways becomes the face of the executive offices. Located at the entrance of the suite this role greets and sets a welcoming tone for the fast-paced professional working environment and is responsible for the effective running of the Executive Suite. This includes the reception and waiting area, the boardrooms, supply room, and hospitality nook. The position needs to be extremely proactive while possessing a professional and empathic demeanor in all interactions. The role will determine when to refer matters to others, and to whom they should be referred. Additionally, the position will be responsible for following up to ensure all matters have been addressed and no further action required.

Quality customer service is a primary focus as the position provides service to members of senior leadership, fellow employees, members of faculty, students, alumni, donors, media, and community members and partners. To help address questions and concerns, developing a wide body of institutional knowledge and a broad network is imperative to the success of the role.

Reporting to the Office of the President and the Office of the Vice-Provost (Student Affairs), the position also provides confidential administrative support to the Executive Assistants to the President and the Vice-Provost (Student Affairs). The position will have exceptional organizational and time management skills and be able to support the needs of the Executive Suite by managing the day-to-day activities. The Administrative Assistant is self-motivated and understands how to accomplish support functions to completion with a high level of resourcefulness, accuracy and independence. Support functions include (but not limited to) processing financial transactions, completing general forms to assist with efficiencies, logging data and record keeping, collecting information for annual events, polling schedules for calendaring, coordinating rooms/hospitality/travel arrangements, draft correspondence, assist with coordinating events and special projects, ordering supplies, and ensuring maintenance is completed (IT, physical resources, other service providers). Additionally, the Administrative Assistant will provide support for coverage for the Executive Assistant to the President and the Executive Assistant to the Vice-Provost (Student Affairs) when on vacation, sick, or otherwise engaged.

This position has a combination of routine and responsive roles and responsibilities. Daily activities and priorities can change due to the shifting priorities of the executive offices. As such, the role must function with minimum supervision and exercise discretion. Additionally, the role must work ahead of schedule to provide assistance with urgency while still achieving deadlines for routine work.
Requirements of the position include: One (1) year Community College program coupled with a minimum of three (3) years related experience, or an equivalent combination of related education and experience. Twelve to twenty-four months of related experience in a University environment would be preferred. Additional requirements include: self-starter with strong written and oral communication and interpersonal skills; professional, tactful and diplomatic; well-developed sense of discretion and ability to appropriately handle personal or confidential information and sensitive matters; strong interpersonal skills with an ability to interact effectively and professionally with a wide range of stakeholders; demonstrated sensitivity to political nuances and implications; excellent organizational, analytical, & logistical management capacities and related problem-solving skills; excellent time management skills and the ability to shift priorities in response to developing circumstances; highly attentive to accuracy and details; ability to work independently or in a team environment; strong computing skills and ability to use a range of software and on-line tools including demonstrated proficiency using Microsoft Office tools (Word, Excel, PowerPoint).

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

(Covering) Position Number 075-005
Classification P01
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] 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 21
Closing Date: 2021 08 04


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