Administrative Assistant

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Technician/Administrative/Research/Agricultural

Administrative Assistant

Department of Economics and Finance, Gordon S. Lang School of Business and Economics

Temporary full-time from November 2021 to May 31, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0605

Please read the Application Instructions [1] before applying

Reporting to the Chair of the Department of Economics and Finance and the Associate Director of Finance and Operations for the Gordon S. Lang School of Business and Economics, the incumbent is responsible for the efficient and timely operation of the Department of Economics and Finance (DEF) and all support aspects of the Chair. DEF is a well-established academic unit in the Gordon S. Lang School of Business and Economics. DEF currently has 26 faculty members, approximately 900 undergraduate students and 40 graduate students. The Administrative Assistant is accountable for both the financial management and human resource management in the Department: assists the Chair in managing the department’s budget, completing forecasts and monitoring revenues and expenses; manages all actions related to purchasing and payables, travel and payment authorization, work orders, and journal entries; is responsible for day-to-day personnel management in the department; maintains and administers all department records for instructors and assists the Chair in hiring student support, sessionals and GTAs as per collective agreement guidelines, including drafting postings and letters of appointment, completing data forms and recording sick and vacation time; supervises one staff member and hires additional temporary staff as needed.

In addition, the incumbent: provides administrative support to the Chair by scheduling and prioritizing activities, drafting correspondence, screening mail, responding to or taking messages and preparing, collating and filing material related to various committee duties of the Chair; is responsible for organizing and maintaining Department files, including confidential personnel files; scheduling and preparing materials for various Department meetings, including those associated with tenure and promotion; prepares and coordinates classroom and teaching schedules; compiles and prepares course evaluation materials; arranges invigilation of exams; co-ordinates activities related to faculty recruitment, correspondence with applicants, travel arrangements and itinerary preparation, and organization of seminars; and other duties as assigned.

Requirements of the position include: One year Community College (undergraduate degree preferred) along with at least three years’ related experience, or an equivalent combination of education and experience. An excellent understanding of academic programs, university policies and procedures, student support, administrative systems and financial systems and knowledge of HR policies and experience with university Financial Reporting System would be considered assets. Additional requirements include: experience with financial management and bookkeeping; ability to demonstrate conflict resolution skills; tact, professionalism, diplomacy, judgment, and able to maintain high levels of confidentiality with regards to sensitive matters; the ability to multi-task while maintaining a high quality of work; demonstrated excellent interpersonal, communication, organizational and problem solving skills; proficiency with desk-top software, advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), STATA, and web maintenance programming; ability to work in a fast paced environment with constant interruptions, ability to work effectively both independently and with a team; exceptional patience and enthusiasm; attentiveness to detail; ability to provide some IT support to faculty. Marketing and publishing skills would also be considered an asset.
This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus) and on-campus until the University resumes its regular operations.

(Covering) Position Number  295-012
Classification               OSSTF/TARA, District 35 Salary Band 5
Normal Hiring Range          $25.94 - $28.96 per hour

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 11 10
Closing Date: 2021 11 19

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