REPOST
Forbes includes U of G Among Canada’s Best Employers
Professional and Managerial Group

Administrative Assistant

Office of the Provost and Vice-President (Academic)

Temporary full-time from December 2021 to March 2023
Temporary absence of the regular incumbent
Hiring #: 2021-0546

Please read the Application Instructions [1] before applying

You thrive in fast paced environments; you are agile and can shift focus quickly while managing multiple competing demands. In the role of Administrative Assistant in the Office of the Provost and Vice-President (Academic), you are a respected and trusted partner and play an integral role in supporting the activities in the Executive Suite.

Reporting to the Executive Assistant to the Provost and Vice-President (Academic), you will provide confidential, senior level administrative support that is both innovative and accurate for critical project activities and related operations for the Office of the Provost and Vice-President (Academic).

Specific responsibilities include; making arrangements for various meetings, consultation sessions and related events, planning and implementing necessary logistical arrangements; collects and collates background material for meetings and events; responds to routine in-person, telephone and email inquiries; serves as front-line point of contact for the office, engages in day-to-day office activities such as records management, mail collection, courier, etc.; administering web pages and related accounts in support of special projects; acting as back up to the Executive Assistant to the Provost. The incumbent will also provide support to the Executive Assistant to the AVP (Faculty & Academic Staff Relations) and to the Executive Assistant to the Associate Vice-President (Academic) at the discretion of the Executive Assistant to the Provost. The incumbent must fulfill these functions in a manner that demonstrates the highest levels of professionalism reflecting the public profile and frequently confidential nature of the work associated with the Office of the President.

Requirements of the position include: Successful completion of a two (2) year Community College program coupled with a minimum of two (2) years related experience, or an equivalent combination of education and experience. Applicable experience from a post-secondary environment is 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 online tools including demonstrated proficiency using Microsoft Office tools (Word, Excel, PowerPoint).

Covering Position Number 004-030
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.