Administrative Assistant to the Chair

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Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant to the Chair

Department of Human Health and Nutritional Sciences, College of Biological Science

Hiring #: 2021-0590

Please read the Application Instructions [1] before applying

The incumbent is responsible for providing administrative support to the Chair and the Department in a broad spectrum of areas supporting the teaching, research and service activities of the department. The Administrative Assistant to the Chair position is critical in maintaining the day-to-day scheduling of the Chair’s activities and ensuring s/he has all the necessary information for decision-making. The incumbent provides a direct and effective line of communication and action within the department and with other College and University academic and administrative departments, including Guelph-Humber.

In addition, the incumbent: provides administrative support to the Chair by:

- Co-ordinating and implementing the administrative portions of the tenure and promotion process within the department, including holding elections, maintaining committee rosters, and creating meeting files and documents, administering and tracking the voting on all faculty review meetings;
- Providing significant assistance to faculty with the systems and processes for Tenure & Promotion, Performance Review and Study Research Leave;
- Drafting correspondence, collating and filing material related to various committee duties of the Chair;
- Organizing and maintaining files, including confidential files;
- Scheduling meetings and preparing relevant materials including those relevant to faculty hires;
- Compiling and preparing course evaluation materials for faculty, instructors and GTA’s;
- Scheduling and prioritizing activities;
- Administering / processing student award applications.

The incumbent will support the undergraduate academic activities by:

- Coordinating and processing exam and grade submissions;
- Administering and coordinating undergraduate award applications;
- Coordinating the course outline and upload processes;
- Arranging textbook orders with the bookstore;
- Supporting research course enrollments and eligibility;
- Arranging course evaluation processes.

The incumbent will liaise with College and University communications groups; provide support for communication outreach on multiple media platforms; develop and organize special events for the department and/or college. The incumbent also assists the Administrative Officer and the Chair with aspects of departmental projects and reports as required.

Requirements of the position include:
One year College program in Office Administration or a related field, combined with three years of experience, or an equivalent combination of education and experience.
Experience in office administration, preferably in a post-secondary environment.
Demonstrated ability to use social media platforms and to write original material for those platforms.
Ability to constantly reprioritize duties in response to the level of demand while maintaining a high quality of work.

Additional requirements include:

- Professionalism, diplomacy, and judgment;
- Ability to maintain high levels of confidentiality with regards to sensitive matters;
- Experience working in a fast-paced environment with constant interruptions;
- Ability to work effectively both independently and with a team;
- Excellent interpersonal, communication, organizational, and problem solving skills;
- Proficiency in computer systems, particularly the use of Microsoft Office (with extensive Excel knowledge required), email & calendaring, social media, website software, and Student Information Systems (such as Colleague);
- Awareness of campus and/or departmental processes would be an asset.

Preferred candidates will have some experience in Human Resources, Finance and/or Communication and familiarity with university policies and procedures including electronic CV, HR and financial policies. Knowledge of academic programs, student support, and administrative systems would be considered assets.

Preference will be given to candidates who demonstrate the ability to see the big picture and recommend changes to departmental practices as needs arise.

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.

Position Number         299-074
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 [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 11
Closing Date: 2021 11 22

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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