Administrative Assistant to the Director

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

Administrative Assistant to the Director

Student Housing Services, Student Affairs

Hiring #: 2021-0570

Please read the Application Instructions [1] before applying

The Administrative Assistant (AA) to the Director is a key member within the Director’s Office in Student Housing Services (SHS). Working under the direction of the Director, SHS and the Manager, Business Operations, the AA works in partnership with the other Administrative Assistant's within the department to support the administrative and business operations of SHS.

Some duties of this position include:

- Administrative support to the Director, SHS and Business Manager, including the management of the Director’s calendar, collection and assembly of meeting resources required and triaging phone and email requests.
- The AA assists in collecting all supporting materials required by the Director to respond to issues and concerns of stakeholders.
- Administrative support of HR/Payroll functions: collection and input of student staff information for appointment, termination, payment purposes & providing back-up assistance to the Administrative Assistant, Business Operations with regards to non-student staff payroll inputs
- Provide back up to SHS Administrative Assistant with the issuance of petty cash
- Collection, processing and reconciliation of laundry revenue
- Management of Major Lounge reservations and revenues.
- Coordinates meetings and record keeping on behalf of the Director SHS for the purpose of consultation with students (Residence Advisory Board, SHS Budget Committee, Ad Hoc Working Groups, etc.) acts as the recording secretary.

Requirements for this position include: a two (2) year Community College program Human Resources, Business Management or a related field along with at least two (2) years of experience with administrative tasks such as financial reconciliation, audits, customer service and organization. A relevant combination of education and experience may be considered. The incumbent should have proficiency in Microsoft Office Suite, minute taking, digital communication and demonstrate strong customer service and stakeholder relations skills.

Position Number 013-096
Classification OSSTF/TARA, District 35 Salary Band 3*
Salary Range $21.76 Minimum
$24.31 Normal Hiring Limit
$29.37 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