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

School of Engineering, College of Engineering and Physical Sciences

Hiring #: 2022-0119

Please read the Application Instructions [1] before applying

The successful candidate will be responsible for providing administrative support to the Director of the School of Engineering. Duties are broad, varied, and often of a confidential nature. Daily activities involve interaction with faculty, staff, students, and high-level internal and external contacts and exposure to sensitive information requiring considerable use of initiative, tact, diplomacy, discretion, and excellent judgment. The incumbent will assess the importance and urgency of issues or problems that arise and will address the issue or bring it to the attention of the Director. They will be responsible for ensuring that the Director’s activities are well-organized and properly supported. Other responsibilities include: acting as Secretary to the Director’s Council; conducting committee voting processes; supporting the faculty recruitment process; coordinating the School’s Tenure & Promotion process; preparing 2 major Engineering surveys twice a year; drafting responses to routine inquiries; coordinating the Director’s travel arrangements. Providing support to SOE faculty and staff and acting as a backup as needed.

Requirements of the position include a 1-year community College program (2-year diploma or Undergraduate degree in administration or related field preferred) plus some related experience preferably in an academic environment, or an equivalent combination of education and experience. Knowledge of University academic policies and procedures especially faculty tenure and promotion, hiring would be ideal. Candidates should have excellent written and oral communication skills, including the ability to compose clear and concise correspondences. Demonstrated a high level of diplomacy, tact, and judgment; the ability to work in a fast-paced environment with constant interruptions; attention to detail; ability to prioritize workload; strong organizational skills; initiative and resourcefulness. Candidates should demonstrate a high level of proficiency with MS Office 365. Familiarity with University systems would be considered an asset.

Position Number 126-110
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: 2022 02 16
Closing Date: 2022 03 02

Page category: Current Opportunity [3]
Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity