Academic Assistant

REPOST
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Position covered by the Collective Agreement with USW Local 4120

Academic Assistant
Mathematics and Statistics

Hiring #: 2022-0164

Please read the Application Instructions [1] before applying

The Department of Mathematics and Statistics is an active and dynamic group of researchers and educators working in a wide range of fields. We are proud to offer both undergraduate and graduate degree programs designed to showcase the uses of mathematics and statistics and help prepare students for a career in Mathematical Science. There are approximately 140 undergraduate students and about 40 graduate students. It currently consists of 26 faculty members, 3 regular full-time staff, 1 temporary/contract staff and 1 sessional lecturers.

Reporting to the Administrative Officer, the Academic Assistant plays a key role in support of the undergraduate program and the heavy servicing teaching load in the Department of Mathematics and Statistics. This role is responsible for the smooth coordination of all department related undergraduate courses. Provides support to faculty teaching these courses and reports relevant information to the Registrar Office from scheduling both undergrad and graduate courses, to submitting room requests for midterms exams, submitting final exam scheduling information and uploading of final undergraduate grades. The APA submits textbook orders to the bookstore and interacts with Faculty and Textbook Publisher Reps to request desktop copies and textbook ordering information. Responsible for all print jobs for faculty and instructors such as course work, research, examinations to off campus printing contractors. Will be cross trained on key tasks of the graduate program assistants to ensure the smooth day to day administrative and academic operation of the graduate and undergraduate programs within the Department.

The Academic Assistant has the administrative responsibility of scrutinizing/completion/processing of all departmental expense claims for approximately 26 faculty and 3 full time staff, that include reimbursements for research expenses, conferences, professional development, etc. using the online Expense Claim System. The management of Student Feedback Questionnaires using Explorance Blue including monitoring student response rates. This role is vital to the everyday operation of the unit and long-term maintenance of all aspects of services provided by the unit. The incumbent is the first line of support for all undergraduate students and potential students. Coordinates course outlines, scheduling, filing (paper and digital) and student enrolment records. This role provides faculty support, works directly with staff, students, and faculty, and ensures the office runs effectively by fulfilling various administrative functions.

Position Number 288-023
Classification USW, Local 4120 Salary Band 3
Salary Range $21.76 Minimum
$24.30 Normal Hiring Limit
$29.38 Job Rate

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.
Academic Assistant
Published on Human Resources (https://www.uoguelph.ca/hr)

Posting Date: 2022 04 06
Closing Date: 2022 04 13

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/academic-assistant

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