Academic Program Assistant

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Academic Program Assistant

Food, Agricultural and Resource Economics

Hiring #: 2022-0553

Please read the Application Instructions [1] before applying

Reporting to the Administrative Officer, the incumbent is vital to the everyday operation of the unit and long-term maintenance of all aspects of services provided by the unit, as well as providing support to the Undergraduate Program Coordinator and department faculty in relation to Undergraduate students. It is expected that the incumbent be well versed on all Undergraduate student matters and appropriate university policies and procedures and any collective agreements relating to Undergraduate students in order to maintain the academic standards and integrity of all FARE Undergraduate programs.

The Academic Program Assistant coordinates the semesterly teaching schedule with the Chair and the Office of Registrarial Services, manages course enrolment, course outlines, course evaluations, co-op work reports submission records, final grades submissions, calendar changes, filing (paper and digital) and liaison material. He/she also ensures the appropriate communication lines exist for information sharing between the Registrar, Undergraduate Services, the Dean’s Office, and students. In addition, this position will work with the rest of the Administrative staff in the FARE department to maintain a high level of service during peak demand times and when staff are absent.

Requirements for the position include: Completion of 2 years post-secondary education (degree preferred) along with a minimum of one (1) year related work experience preferably in an academic environment or an equivalent combination of education and experience. The successful candidate must demonstrate a genuine interest in the well-being of students.

Additional requirements include:

- Excellent communication skills to correspond with internal and external clients
- Maintain high levels of confidentiality especially with regards to sensitive matters
- Professionalism, diplomacy, judgement
- Ability to multitask and prioritize while maintaining high quality, accurate, work
- Attention to detail, strong organizational and problem solving skills
- Experience working in a fast-paced environment with constant interruptions;
- Ability to work effectively both independently and with a team;
- Excellent communication (written and oral), organizational, and problem solving skills;
- Excellent customer service skills including sensitivity to issues, concerns and needs of students, staff and faculty.
- Proficiency in computer systems, particularly Microsoft Office (Word, Excel, Access, Powerpoint), Colleague, WebAdvisor, University Email and Calendaring system, Drupal, HRER, Adobe, internet, etc.
- Good knowledge of the university at large and its policies

Position Number         105-029
Classification               USW, Local 4120 Salary Band 3*
Salary Range           $21.76 Minimum
                     $24.30 Normal Hiring Limit
                     $29.38 Job Rate
*Tentative evaluation; subject to final 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 08 08
Closing Date: 2022 08 22

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