Executive Assistant to the Associate Vice-President (Academic)

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Professional and Managerial Group

Executive Assistant to the Associate Vice-President (Academic)

Office of the Associate Vice-President (Academic)

Hiring #: 2022-0568

Please read the Application Instructions [1] before applying

Reporting to the Associate Vice-President (Academic), the Executive Assistant to the Associate Vice-President (Academic) (AVPA) is responsible for the effective and efficient running of the Office of the Associate Vice-President (Academic). The incumbent is the principal liaison for all contact (internal and external) with the AVPA and exercises judgement to provide timely assistance in moving all business forward. Specific duties include:

- Ensures the Associate Vice-President (Academic) is appropriately prepared for meetings. This involves research, analyzing, synthesizing and/or drafting documents and reports. Judgement, decision-making and diplomacy are required in acquiring the appropriate preparation of material.
- Strategically manage and coordinate the AVPA’s schedule. This includes reviewing all requests for meetings, events and speaking engagements. Independently adjusting the schedule when priorities change unexpectedly.
- Provides written and verbal responses to routine inquiries and drafts written responses on behalf of the AVPA. Investigates matters requiring background information. Resolves problems which can be remedied without the AVPA’s intervention or, if sensitive, provides to the AVPA for decision.
- Screens calls and visitors – refers to other staff/department where appropriate.
- Responsible for all special functions initiated by the office of the AVPA.
- Manages process for selection of and ongoing support of scholarship awardees.
- Coordinates travel arrangements and completes travel claims for reimbursement.
- Performs projects and tasks assigned by the AVPA; including conducting research and producing synopses for the AVPA.
- Manages committees reporting to the AVPA. This includes coordinating the scheduling of various committees, preparing agendas and ensuring all material is distributed in advance of the meetings. Also serves as member/secretary to committees chaired by the AVPA.
- Advises and guides the Directors and Managers who report to the AVPA on scheduling and process issues relevant to the office.
- Recognize and interprets University policies and procedures to aid co-ordination of response to concern/inquiry; directs inquiries to appropriate resources for resolution.
- Required to recognize, analyze and respond to urgent matters with professionalism and confidence, gathering all relevant information, determining the exact nature of the situation, and take appropriate action to resolve the situation.
- Manages several departmental budgets. Investigates budget anomalies and implements corrective action. Prepares and is responsible for the budget forecast and prepares monthly financial reports as required.
- Responsible for HR functions for AVPA offices
- Other administrative duties as required

Job Requirements:

- University Degree in related field with 5 to 7 years’ experience providing professional support at the senior
administrative level in a demanding environment, or an equivalent combination of education and experience.

- Superior interpersonal, and oral and written communication skills are required as are excellent organizational, multitasking and analytical abilities.
- Proven professionalism, decision-making skills, tact and diplomacy while operating with a high degree of independence are essential.
- The successful candidate must be experienced in the administration and interpretation of complex policies and procedures. Also required are proficiency with all standard office software and internet applications. Experience in a university environment is an asset.

Position Number         004-007
Classification               P04*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] 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 17
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Source
URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/executive-assistant-associate-vice-president-academic

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply [2]
[4] https://www.uoguelph.ca/hr/page-category/current-opportunity