BASc Program Assistant

Forbes includes U of G Among Canada’s Best Employers
Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

BASc Program Assistant

Bachelor of Applied Social Science Programs Counselling Office, Department of Family Relations and Applied Nutrition
Temporary full-time from September 1, 2022 to January 23, 2023
Temporary absence of the regular incumbent
Hiring #: 2022-0561

Please read the Application Instructions [1] before applying.

Reporting to the BASc Program Counsellor, College of Social and Applied Human Sciences, Department of Family Relations and Applied Nutrition, the incumbent will assist with the administration of the BASc program by providing information and guidance to undergraduate students and faculty in the BASc Program, as well as to potential students, who require assistance with; admission requirements, degree requirements, program and course selection/scheduling, academic appeal procedures, university and program regulations and procedures, transfer of program-major, list serve maintenance, and referrals to other appropriate on-campus resources. As well, the incumbent will support the following BASc committees: Academic review, Admissions, Program, Awards, and FRAN curriculum committees. In addition, the BASc Program Assistant will provide administrative support to the BASc program practicum coordinator for arranging practicum placements. The incumbent may also be asked to participate in University liaison activities, special events and other associated duties.

Requirements of the position include: A minimum of two years' post-secondary education and a minimum of one year related experience, or an equivalent combination of education and experience; in depth knowledge of University policies and procedures; excellent written and oral communication and organizational skills; an understanding of undergraduate program regulations; excellent problem-solving and decision-making skills; and familiarity with Colleague and student support services on campus is preferred. Also required is a working knowledge of ‘Office’ software and email (e.g., Outlook).

(Covering) Position Number  170-029
Classification   USW, Local 4120 Salary Band 3
Normal Hiring Range $21.33-$ 23.82 per hour

Posting Date: 2022 08 17
Closing Date: 2022 08 24

Page category: Current Opportunity [2]

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

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