Administrative Officer, SEDRD and Academic Services Lead, OAC

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Administrative Officer, SEDRD and Academic Services Lead, OAC

School of Environmental Design & Rural Development, Ontario Agricultural College

Hiring #: 2022-0756

Please read the Application Instructions [1] before applying

The School of Environmental Design and Rural Development (SEDRD) brings together major academic fields concerned with creating strong communities, in Canada and around the world. The school offers six academic programs across four major disciplines: Landscape Architecture (BLA and MLA), Rural Planning and Development (MSc (Planning) and MPlan), Capacity Development and Extension (MSc), and Rural Studies (PhD). The range of disciplines and programs, which includes three professionally accredited programs, makes the school a complex and exciting place to work. SEDRD is comprised of 20 faculty, 4 staff, ~20 sessional instructors, a number of casual employees, ~160 graduate students, and 280 undergraduate students.

Reporting to the Director of SEDRD and the OAC Associate Director, Finance and Operations, the Administrative Officer is responsible for providing financial, human resources, administrative and strategic support to the Director and faculty members, in order to effectively manage the School's day-to-day operations. The incumbent will be responsible for developing strategies and systems to achieve Departmental financial goals and managing an operating budget of $4.2M and research awards of $600K annually. The Administrative Officer plays an important role in administering departmental human resource activities, including ensuring adherence to employee agreements and establishing and implementing departmental policies. The incumbent will also be responsible for managing and coordinating all School administrative support activities and working with Physical Resources to ensure that the facilities are well kept, safe and secure. The Administrative Officer plays a major role in the preparation of reports (e.g. Accreditation, IQAP Internal Review, etc.). Finally, the Administrative Officer is responsible supervising and managing three full-time staff members.

The Administrative Officer is also part of the OAC Finance and Administration team and carries special accountability as the college Academic Services Lead. In this role, the incumbent provides process and policy leadership across the college, advancing systems and processes to be efficient and effective. Training and development of staff is another key responsibility to develop strong, resilient teams that can adapt to new and changing service demands. The successful candidate is both a system thinker and a motivational leader. Demonstrated experience in developing strong teams, navigating change and leveraging technology to create superior processes is required.

Requirements of the position include: An undergraduate degree in business administration and/or human resource management combined with several years related work experience. Additional certification in project or operations management is preferred and a professional accounting designation would be a strong asset. Demonstrated experience applying system thinking to create and implement processes across teams is essential for this position along with experience with operations, data, financial, and human resource management. A strong working knowledge of University of Guelph policies and procedures, as they relate to a diverse teaching/research Department, would be considered an asset. The ideal candidate will possess excellent skills in the areas of organization, communication, strategic planning, operations, finance, coaching and team-building and highly-developed interpersonal skills. Candidates should demonstrate professional judgement, tact, diplomacy and the ability to work both pro-actively and re-actively under tight time-frames and competing priorities.

Position Number 111-016
At the University of Guelph, fostering a culture of inclusion 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.

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