Administrative Assistant to the Associate Dean Academic

Permanent, full-time position – Guelph, ON

The College of Arts at the University of Guelph is home to over 100 faculty in five academic units engaging in cutting-edge teaching, research, and creative activity in fields such as Digital Humanities, Improvisation Studies, Creative Writing, Studio Art, Languages, Literature, Art History, Music, Theatre, Scottish, Rural and European Studies, History, and Philosophy. The College is home to the Bachelor of Arts (BA) with majors that span the arts, social sciences, and humanities, and the Bachelor of Arts and Science (BAS) with specializations within the arts, social sciences, and sciences. This is where you can make a valuable contribution as Administrative Assistant to the Associate Dean Academic.

Reporting to, and working closely with, the Associate Dean Academic for the College of Arts, you’ll provide vital administrative support for the Associate Dean Academic, the BA and BAS degree programs, and the BA and BAS program Counselling Offices. You’ll use your expertise and organizational knowledge and skills to respond to issues and identify solutions as they arise, in addition to anticipating needs and taking initiative to optimize the smooth operation of the BA/BAS Counselling Offices.

More specifically, you’ll support the BA Program Committee and the BA programs with undergraduate calendar changes, course changes, and cases of academic misconduct. Your direct support to the Associate Dean Academic will range from responding to requests and inquiries, to scheduling the calendar, and maintaining confidential files and records. As part of your general office administrative duties for the Counselling Offices, you’ll monitor financial accounts, process payments, perform payroll time reporting and data entry, organize mail, and provide front reception.

An integral part of your role will also involve assisting the Chair of the College of Arts awards committee with the administration of awards for arts students, including coordinating awards terms and conditions, promotion of awards, awards applications and selections, awards files and databases, and planning of awards events.

QUALIFICATIONS

To assume the role of Administrative Assistant to the Associate Dean Academic, you must be a proactive multitasker, comfortable meeting competing deadlines, and possess:

- At minimum, one (1) year of community college in Office Administration (two-year community college diploma Business Administration is preferred) and one (1) year of previous experience providing administrative support, or an equivalent combination of education and experience (a variety of combinations of education and experience are valued);
- Experience providing administrative support coordination in a university environment and within an arts and humanities discipline, an asset;
- Proficiency using Microsoft Office 365;
- Experience with a wide variety of institutional software packages that support academic program management, student services, and human resource administration, preferred;
- Proven ability to excel within a small working group and act as an effective team member of a large and diverse organization;
- Excellent verbal and written communication skills;
- Demonstrated ability to interface with coworkers and University stakeholders in an equitable and accessible manner to contribute to a culture of inclusion and respect;
- Excellent personal judgment, organizational skills, and problem-solving ability in order to multitask and prioritize duties while dealing with interruptions and competing deadlines;
- Ability to take initiative to proactively identify potential problems or outstanding tasks, prepare required supporting information, and make recommendations so that tasks can be completed, or decisions can be made efficiently and effectively;
- Ability to interpret and administer policies and procedures, preferably in a post-secondary environment, in a wide variety of functional areas such as academic programs, human resources,
and student awards.

The University of Guelph (www.uoguelph.ca) is one of Canada’s leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.

To view a detailed posting for the role of Administrative Assistant to the Associate Dean Academic, please go to our website at www.uoguelph.ca/jobs. Applications, quoting Hiring #2021-0625, must be sent to: careers@uoguelph.ca.

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.