



Administrative Assistant – Office of the Dean

Permanent, full-time position – Guelph, ON

This key administrative support role with the University of Guelph’s Ontario Veterinary College (OVC) Shared Administrative Services would be an exciting career move for an experienced, highly organized multi-tasker who can deal confidently with multiple stakeholders – from senior administration to external contacts – and meet competing priorities in an effective, timely manner.

Reporting jointly to the Dean and to the Chief Administrative Officer, while working within a Shared Administrative Services environment, you will provide advanced administrative support to the Dean, the Executive Director, Strategy and Planning (EDSP), and other members of the College’s leadership team, while acting as the resource person for OVC Dean’s Council. This will include drafting correspondence and reports for the Dean and EDSP, editing, formatting and finalizing documentation and correspondence, including tenure, promotion and performance letters, and coordinating appointments with senior members of the University administration or key external contacts and stakeholders, including donors. As Administrative Assistant, you will also take on significant logistical and scheduling challenges, tasks that must be managed in a timely manner and with an appropriate degree of self-direction and discretion.

Your specific responsibilities as Administrative Assistant – Office of the Dean will also include:

- Receiving and screening incoming calls, mail and visitors, determining priority issues, and alerting the Dean and EDSP and others accordingly;
- Working closely with the Chief Administrative Officer to support the preparation of materials related to faculty relations, faculty recruitment or other human resources related items that require tact, confidentiality, timeliness and discretion;
- Managing the schedule and agenda for Dean’s Council, including record-keeping and timely follow-up of tasks and decisions;
- Supporting the Dean on all activities related to external relations, in coordination and consultation with members of the Advancement, Pet Trust, and Communications & Marketing teams;
- Supporting College-level events that involve the Dean, including management of logistics, invitations and day of activities.

REQUIREMENTS

To be considered for this integral role as Administrative Assistant – Office of the Dean, you must be an exceptional communicator with a profile that includes:

- Successful completion of a one-year community college program in a relevant program (e.g. Business Administration) as well as three (3) years’ previous applicable work experience.

- Demonstrated problem-solving skills, advanced critical thinking skills, and be actively supportive of methods and tools for continuous process improvement.
- Exceptional interpersonal and communication skills (both written and verbal).
- Strong organizational skills, with the ability to manage logistics and scheduling challenges in a calm and effective manner.
- Excellent skills using any application of the Microsoft Office suite (especially Word, Excel and PowerPoint).
- Familiarity with an academic environment and culture is an asset.

*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 position of Administrative Assistant – Office of the Dean, please go to our website at www.uoguelph.ca/jobs. Applications, quoting **Hiring #2021-0678**, 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.*