



USW 1998 Casual Job Opportunity: Department of Germanic Languages and Literatures, Faculty of Arts and Science

Term casual appointment from July 3, 2018 to December 21, 2018

The Department of Germanic Languages and Literatures is currently accepting applications for an Assistant to provide administrative support to the Chair and Associate Chair, Graduate Studies.

Duties include: maintaining the Chair's calendar, scheduling meetings, mailings, filing etc; providing administrative support with academic procedures and guidelines; making flight arrangements, hotel booking, and itineraries for faculty search related matters; responding to correspondence on the Chair's behalf; collecting, organizing, preparing and distributing documentation for various departmental meetings and taking minutes; maintaining the departmental petty cash; maintaining departmental website and assisting with organizing the logistics of Departmental events, including catering, booking room etc.

Duties with the Graduate Office include: responding to routine inquiries and requests for applications for graduate study; providing information to graduate students and occasionally to undergraduate students; maintaining departmental graduate student database and providing routine reports; maintaining graduate office files; assisting the Graduate Chair with maintenance and revisions of Graduate Funding Model; editing the Graduate Studies Handbook and departmental brochure; and providing administrative support to the Graduate Chair with the SGS student paperwork including fellowship applications, admissions, enrolment, grades, leaves, degree recommendations, Final Oral Exams and student data entries in ROSI.

Minimum Qualifications:

Education:

3 years Community College diploma or acceptable equivalent combination of education and experience.

Experience:

Minimum 3 years recent and related administrative experience, preferably at the University of Toronto. Experience providing senior level secretarial and administrative support to a Senior Manager including efficiently managing schedule/calendar; providing administrative support to academic processes; providing administrative support to the Graduate Office; making travel and hotel arrangements and organizing the logistics of departmental events and meetings. Experience taking minutes at meetings. Experience maintaining databases and reporting. Experience maintaining websites and working with word press or similar web design program. Experience working with ROSI or similar student system. Ability to read, write effectively and speak German fluently is required. Knowledge of the University's academic and graduate guidelines and procedures would be an asset.

Skills:

Advanced working skills in Word Press as well as MS Office including Word, Excel, and Power Point. Excellent verbal and written communication skills. Excellent organizational and communication skills.

Other:

Ability to organize work and establish priorities in a flexible way. Ability to work well under pressure and to handle regular interruptions. Attention to detail, dependability, accuracy, and good problem solving skills. Ability to deal effectively and professionally with faculty, students, staff and public. Initiative, good judgment and tact. Demonstrated ability to apply University of Toronto and Departmental procedures and guidelines or other related guidelines and procedures.

Job Posting Date: May 17, 2018

Job Closing Date: May 24, 2018

Hours of Work: Monday to Friday: 8:45 a.m. to 4:30 p.m. from July 3 to August 31
Monday to Friday: 8:45 a.m. to 5:00 p.m. from September 4 to December 21

Hourly Rate: \$32.07 per hour, including 4% vacation pay

Department: Germanic Languages and Literatures, Odette Hall, 50 St. Joseph St., Room #320, Toronto, Ontario, M5S 1J4

To apply for this position, please send an attached cover letter and resume to the following email:

Professor Markus Stock, Chair and Graduate Chair

German.chair@utoronto.ca

Only applicants selected for an interview will be contacted.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.