



Assistant to the Associate Dean (HLT 41524)
School of Health Sciences
Faculty of Health, Community Studies and Public Safety

Location: London
Employment Group: Support
Type of Position: Full-time
Hours: 35 hours per week. Monday to Friday 8:00 a.m. to 4:00 p.m.
Pay Details: \$28.78 per hour
Closing Date: September 25, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Work Categorization: This position requires in-person work with limited remote work. This position would be required to work in-person at the Oxford Street Campus (1001 Fanshawe College Boulevard).

Note: This is a full-time Support position (35 hours per week).

Duties: The incumbent provides administrative, organizational, and clerical support to the Associate Dean, School of Health Sciences. Provides secretarial and clerical support in the day-to-day administrative operation of the School of Health Sciences.

QUALIFICATIONS

- Post-secondary 2-year diploma in Office Administration or Business Studies
- Minimum 2 years' experience gained as a team player in a busy office environment with a focus on customer service
- An equivalent combination of education and experience may be considered
- Experience using software applications (word processing and spreadsheets) preferably in an educational setting
- Demonstrated strong organizational skills and attention to detail
- Demonstrated ability to work independently and as a team
- Demonstrated excellent verbal and written communication skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.