

Job Title: Human Resources Administrative Assistant (HRAA)

Department: Administration

Position Status: Full-time (35 hours/week), non-union

Reporting to: Director of Human Resources

Supervision Exercised: Student Assistants as assigned

Primary Functions:

- Provide administrative and analytical assistance to Director of Human Resources 50%
- Compensation Analyst 40%
- Co-ordinate various special projects and tasks and provide general administrative assistance as directed 10%

The Human Resources Administrative Assistant (HRAA) is part of the Administrative Team and reports to the Director of Human Resources. The HRAA works with a high degree of independence to provide support to the Director of HR as well as other Directors related to functional areas of human resources and administration including but not limited to compensation, employee relations, recruiting, staffing, institutional training and development. A high degree of sensitivity to confidential issues and taking appropriate measures to ensure their integrity is mandatory.

Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

1. Human Resources – general

- Assist the Director of Human Resources to ensure efficient, overall office effectiveness
- Perform confidential administrative and analytical functions relating to matters of personnel, labour relations, pensions and general human resources matters e.g. offer letters and hiring arrangements, seniority listings of staff, faculty and T.A.P.
- Arrange and attend meetings as required including any preparation, distribution and follow up of information (logistics, invites, technical requirements)
- Develop materials and arrange format and content for effective presentation of information;
- Develop and maintain an effective HRIS system which includes information on sick leave, vacation, attendance, and overtime accrual; maintains confidential employee information and records.
- Maintains an accurate employee database of emergency contact information

- Research and compile analysis for various human resources initiatives to ensure compliance with legislative requirements e.g.
- Prepares and maintains list of monthly evaluations due for appropriate departments with probationary employees
- Tracking of Hiring – casuals, limited term, temporary replacements, full-time faculty, sessionals etc.
- Service Status Maintenance – service awards

2. Hiring and Selection Practices – consistent, defensible approach

- Establishes and maintains computer records, including recruitment files and tests along with general hiring and selection files
- Prepares recruitment and selection materials as well as application packets and new employee orientation packets.
- Ensures that job announcements are posted and logged; compiles necessary statistics for each recruitment initiative.
- Distributes application packets to selection committee members and assists with routine recruitment related questions.
- Assists with the testing of applicants; handing out materials; scoring tests
- Inputs and verifies posting of leave requests
- Enters personnel changes and prepares administrative reports
- All offer letters and hiring arrangements

3. Compensation Analyst

- Payroll Data, salary implementation, sabbaticals, promotions etc. (originate from V.P./Dean, payroll /budget tracking in HR)
- Oversight / auditing of semi-monthly payroll; calculation of retroactive salary payments;
- Benefits oversight – contract maintenance, audit of monthly premiums etc.
- Tracking of sick leave, overtime, vacation – Review for trends
- Research data on current salary and benefit trends within the post-secondary sector (provincially)

4. Labour Relations

- Personnel matters related to the collective agreements
- Collective Agreement research, negotiation and oversight – JCC, JJCC, grievances etc.
- Seniority Listings – staff, faculty, T.A.P.

5. Pension plan and RRSP's

- Research and maintain a current log on legislative requirements for the defined pension plan through FSCO
- Coordinate Defined Pension Legislation reporting requirements in a timely manner
- Maintain current record of RRSP participants

Other duties as assigned

Working Conditions:

- Multiple deadlines, multi-tasking
- High demand for time management and ability to establish priorities
- Frequent interruptions
- Special attention to detail

Minimum Qualifications:

- B.B.A. or equivalent, with some experience in a confidential capacity where the exercise of discretion was required; experience in a post-secondary environment preferred
- Successful completion of a Human Resources certificate and working towards CHRP designation
- Excellent interpersonal, oral and written communication skills
- Demonstrated ability as a recording secretary
- Demonstrated proficiency in word-processing and spreadsheet computer applications, Word and Excel preferred along with Power Point
- Knowledge with an HRIS system an asset
- Demonstrated ability to organize and prioritize work to meet relevant deadlines
- Ability to work independently, under deadlines and pressure
- Superior written and oral communication skills
- Ability to meet physical requirements of the job