



# ALGOMA UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Human Resources Generalist  
Administration

**DEPARTMENT:** Human Resources

**POSITION STATUS:** Limited Term (One year)  
Full-time, Non-union

**SUPERVISION RECEIVED:** Director of Human Resources

**PRIMARY FUNCTIONS:**

- A. Human Resources Planning, Recruitment, Selection and Orientation
- B. Benefits and Pension administration
- C. Accessibility and Employee Recognition/Wellness
- D. Human Resources Administration

The Human Resources Generalist is a member of the Administrative Team reporting to the Director of Human Resources. The HR Generalist works with a high degree of independence to provide support to the Director and other members of the HR team. The Human Resources Generalist provides human resources services that support a variety of programs including but not limited to, recruitment and onboarding, employee recognition, pension, benefits and human resource administration. The Human Resources Generalist's purpose is to ensure efficient HR operations to achieve excellent internal customer service; proactively build a positive culture and champion equity, diversity and inclusion (EDI) efforts. A high degree of sensitivity to confidential issues and taking appropriate measures to ensure their integrity is mandatory.

**RESPONSIBILITIES**

A. Human Resources Planning, Recruitment, Selection and Orientation

- Spearheading all stages of an employee lifecycle, including but not limited to recruitment, onboarding and offboarding activities.
- Manage all staff/admin positions to ensure compliance with respective collective agreement and procedures.
- Administer the recruitment process including but not limited to job postings, resume retention, screening and shortlisting, interviewing and testing when required, employment reference checking, preparation of employment letters.
- Prepare Admin, Staff and FT Faculty offer letters and coordinate onboarding of new hires.
- Establish and maintain electronic recruitment records, including recruitment files and tests along with general hiring and selection files for all Staff and Administration recruitment.



## ALGOMA UNIVERSITY JOB DESCRIPTION

- Manage the preparation of contracts for administrative and staff personnel and ensure appropriate communication with payroll.

### B. Benefits and Pension Administration

- Pension and Benefits administration – contract maintenance, audit of monthly premiums, etc.
- Administer all employee benefit programs including enrollments and terminations.
- Maintain current log on employee benefits with legislative requirements for employee benefits.
- Benefits oversight – contract maintenance, audit of monthly premiums, etc.
- Answer and/or delegate employee questions regarding health and pension/RRSP benefits.
- Work closely with the RRSP benefit provider and ensure all applicable reporting documents are available and submitted as needed. Including overseeing the activation/deactivation of RRSP accounts.
- Manage the interpretation, implementation and reporting of the Algoma University Pension Plan to ensure compliance with Financial Services Regulatory Authority of Ontario (FSRA) and the Pension Commission of Ontario.

### C. Accessibility and Employee Recognition/Wellness

- Manage University-wide legislative compliance of the Accessibility for Ontarians with Disabilities Act (2005) which identifies, removes, and prevents barriers for persons with disabilities.
- Lead EDI sub-committee on Accessibility, policy and procedure.
- Manage's University-wide smoke-free campus initiatives.
- Proactively engage leadership team in employee recognition initiatives (i.e. birthdays, work anniversaries).
- Responsible for developing and implementing employee awards programs that recognize performance achievements and service anniversaries.
- Liason on with the Third Party Employee Assistance Program (EAP) provider to ensure proper support is in place for employees and support employees with inquiries related to the Employee Assistance Program (EAP).
- Champion and proactively promote, facilitate and manage employee wellness initiatives and programs.

### D. Human Resources Administration

- Provide support to Staff, Faculty and Administration as required, directing individuals to the appropriate parties when necessary, including managing the HR correspondence.
- Perform confidential administrative and analytical functions relating to matters of personnel, general human resources matters, e.g. contracts, offer letters and hiring arrangements, seniority listings of staff, employee files.



## ALGOMA UNIVERSITY JOB DESCRIPTION

- Participate/sit as HR representative on various committees, including Joint Consultative Committee (Staff) and Service Excellence Committees.
- Maintains and manages all employee contracts and files in Administration and support staff groups.
- Facilitates investigations in conjunction with the Director of HR and external consultants.
- Research and support analysis for various human resources areas such as compensation, labour relations, Equity, Diversity & Inclusion, policy reviews, training, HR analytics etc.

Other duties as assigned by the Director of Human Resources

### WORKING CONDITIONS

- Ability to complete multiple tasks while dealing with frequent interruptions and tight timelines.
- Ability to work with, and adapt successfully to, shifting priorities, variations in work schedules, locations and/or tasks and respond to changing procedures, technology and/or policies in a positive, appropriate manner.

### MINIMUM QUALIFICATIONS

- University degree in a related discipline with 2– 3 years of Human Resources related experience, or an equivalent combination of education and experience
- CHRP designation is preferred.
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications; G-Suite knowledge preferred.
- Experience in payroll, compensation and benefits administration is an asset.
- Excellent organizational, change management and analytical skills.
- Experience setting goals and objectives, coordination, and planning in a fast-paced working environment.
- Ability to develop budgets and implement corresponding work plans that are Specific, Measurable, Attainable, Realistic, and Timely (SMART).
- Highly motivated, efficient team player with excellent interpersonal and communication skills.
- Innovative, supportive, highly driven and attention to detail.
- Strong work ethic and ability to communicate to all levels of the organization.
- Dedicated self-starter, ability to work well under pressure and deadlines.
- Excellent time management, organizational and problem solving skills required.
- Ability to maintain privileged and confidential information.
- Ability to organize and prioritize work to meet relevant deadlines.
- Experience in working within a union environment.
- An understanding of the University's Special Mission.



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**START: ASAP**

**Please submit a resume and cover letter to [hr@algonau.ca](mailto:hr@algonau.ca) by Friday December 18, 2020 @ 4:00 PM**

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. The successful candidate, as a condition of employment, will be required to provide a Police Records Check.

Algoma University is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you require any accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, however only those chosen for an interview will be contacted.