

ST. JEROME'S UNIVERSITY



Position Title: Human Resources Coordinator (2 year contract, Full-time)
Department: Human Resources
Reports To: Director, Human Resources
Hiring Range: \$50,000 - \$55,000

General Accountability

Reporting to the Director, Human Resources, the Human Resources Coordinator assists with the administration of HR policies, procedures and programs, and supports full-cycle recruitment processes for staff positions. They are responsible for maintaining employee data in HR information systems and operating as a payroll backup by supporting monthly and semi-monthly payroll processing. They are a key member of the HR team providing administrative support and organization to ensure smooth and efficient operations of the department, in support of the strategic objectives of the University.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavors to promote the mission and vision of the university. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students, ensuring a continued focus on equity, diversity and inclusion and support of 'whole person development' for our students.

The Human Resources Coordinator supports a small HR department by assisting and coordinating with a variety of tasks. They have working knowledge of employment law and ensure data integrity and legal compliance through their administrative responsibilities, and incorporate the principles of equity, diversity and inclusion into their day to day work. Their keen attention to detail supports their success with administrative tasks and payroll entry and processing. While they thrive working with data and processes, they also demonstrate and enjoy strong customer service orientation.

Specific Accountabilities

Recruitment & Onboarding

- Assist with full-cycle recruitment process by posting jobs, reviewing applications, scheduling interviews, performing reference checks, and preparing offers
- Maintain organized recruitment records
- Assist with job description updates as required
- Work with hiring managers to organize and execute onboarding for new employees
- Assists with ensuring inclusive hiring practices

Administration & Payroll

- Maintain HRIS and keep confidential employee files up to date and accurate
- Maintain electronic and paper-based filing systems
- Maintain and update process documentation for Human Resources
- Assist with payroll processing on a semi-monthly and monthly basis, including payroll input and auditing pay runs
- Act as backup to payroll administrator
- Maintain records for employee service milestone program and coordinate gift selection
- Provide administrative support for employee inquiries, including preparation of employment letters
- Assist with processing benefit changes and responding to benefit-related employee inquiries

Other

- Keep up to date on latest HR trends, best practices, and ensure compliance with employment related laws/practices
- Support the planning and execution of employee recognition events
- Support the preparation of university-wide HR communications
- Support policy development and updates, as required
- Identify ways to streamline HR processes and procedures and implement improvements
- Assist with ad-hoc projects, as required
- Other duties as assigned

Working Conditions

- Regular office environment, primarily on campus
- Some evenings and/or weekends required to support events
- Some lifting required to support events

Qualifications Required

- Diploma or Bachelor's degree in human resources or related field
- 2+ years of administrative and/or Human Resources experience required
- CHRP designation preferred
- Strong knowledge of provincial employment legislation required
- Understanding of HR best practices
- Proficient using office technology (Microsoft Office preferred) and HRIS (ADP experience preferred)
- Exposure to labour relations and collective agreements an asset
- Excellent attention to detail, accuracy and timeliness
- Exceptional organizational and time management skills
- Exposure to payroll practices and knowledge of government remittances, taxable benefits and taxable earnings an asset
- Excellent interpersonal, communication, and customer service skills
- Exercises diplomacy, tact, and confidentiality
- Demonstrates good judgment and discretion