Administrative Assistant, Human Resources Services

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph
Exempt Group

Administrative Assistant, Human Resources Services

Shared Administrative Services (SAS)
Ontario Veterinary College (OVC)

Temporary Full-time from April 2016 to April 2017

Hiring #: 2016-0095

Please read the Application Instructions [1] before applying

Reporting to the Chief Administrative Officer, the Administrative Assistant, HR Services will work closely with the SAS Management Team to ensure operational needs related to personnel in the OVC are met. The incumbent will provide administrative support to activities related to staffing and the creation and maintenance of HR processes and documents in OVC’s 4 academic departments (Clinical Studies, Population Medicine, Pathobiology and Biomedical Sciences) and in a number of ancillary units including the Office of the Dean, Pet Trust, Equine Guelph and OVC Information Technology Services.

Working as part of a team, the incumbent will oversee transactional aspects of HR for the College. The coordination of forms required to process employment information and data entry into the Human Resources Employment Records (HRER) system are key aspects of this role. The incumbent is jointly responsible for the accurate and timely payroll processing of approximately 880 employees (181 established, 703 non-established), valued at $33.2M.

Specific responsibilities include: track, maintain and report confidential employee information for faculty and staff; assist in the preparation of grievance and/or arbitration materials; provide support to the administration of information pertaining to attendance, performance management and employee discipline; alert management to matters regarding adherence to Human Resource policies, procedures and employee and collective agreements and HR legislation; maintain accurate financial (relating to position budgets) and personnel records; complete documentation required to process faculty and staff appointments; provide information necessary for accurate forecasting of personnel costs and year-end analysis related to HR; provide administrative support for recruitment and selection processes for faculty and staff; assist in the preparation of faculty recruitment documentation and ensure timely advertising in journals and listservs; initiate/draft job fact sheets and job postings for staff positions; ensure appropriate orientation through Diversity and Human Rights or Human Resources as appropriate; coordinate activities and documentation related to annual performance reviews; draft appointment letters; support onboarding and orientation; prepare of government forms such as Labour Market Impact Assessments (LMIsAs,) etc as required.

Requirements of the position: Graduation from a 2 year community college program in Human Resources or similar program plus some related experience, or an equivalent combination of
education and experience. Previous experience working within a unionized environment would be an asset. Knowledgeable about the implications of employee and collective agreements and/or the Employment Standards Act on payroll. Ability to collect and analyze workforce data. Demonstrated advanced proficiency with Microsoft Office, in particular Word and Excel. Detail oriented with meticulous attention to accuracy; demonstrated ability to manage information and work flow effectively and efficiently; effective written and oral communication skills; ability to work well both independently and as part of a team; ability to manage multiple priorities, under tight deadlines; high level of tact and diplomacy and exceptional problem solving skills.

Classification                Exempt Group Salary Band 5*
Normal Hiring Range       $23.67 - $26.43 per hour

*Tentative evaluation

Posting Date: 2016 03 11
Closing Date: 2016 03 18

Source URL (modified on 03/11/2016 - 14:57): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/administrative-assistant-human-resources-services

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply