Staffing Support Clerk

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Position covered by the Collective Agreement with USW Local 4120

Staffing Support Clerk

School of Environmental Science, Ontario Agricultural College

Hiring #: 2019-0658

Please read the Application Instructions [1] before applying

The School of Environmental Science is a well-established academic unit in the Ontario Agricultural College, currently with over 250 full, part time, student and contract staff. Reporting to the Administrative Officer, the incumbent will be principally responsible for providing human resource related administrative support in the School.

The Staffing Support Clerk is responsible for: preparing and submitting Human Resource materials for all hires including preparing offer letters for all temporary staff, tracking and monitoring appointments, submitting hours bi-weekly for all part time staff, preparing extensions and terminations for temp staff appointments, preparing postings and administration of postings within the TA/Sessional system, maintaining confidential payroll files, recording and tracking vacation for all SES staff, liaising with human resources regarding any payroll issues, providing information to staff/students regarding safety training, preparing financial journal entries, and other HR duties as assigned.

In addition, the incumbent will also provide general department support including managing use of the department vehicle, courier receiving, participating in school committees, incoming and outgoing mail for Alexander Hall, shipping various books and manuals, directing general inquiries, and assisting other administrative staff with meeting deadlines and during absences.

Requirements of the position include: A 1 year Community College diploma preferably Human Resource management plus 1-2 years of related experience including HR and Finance experience, or an equivalent combination of education and experience. Candidates must demonstrate: initiative; attention to detail; strong organizational skills; working knowledge of email, Microsoft Office software (Word, Excel); dependability; the ability to work effectively both independently and as a member of a team; strong written and oral communication skills; and the ability to prioritize tasks.

Experience working in an academic department; with University Human Resource polices and collective agreements, payroll, FRS, and HRER would be considered assets.

Position Number         131-053
Classification               USW, Local 4120 Salary Band 3*
Salary Range              $21.12 Minimum (Level 1)
                          $23.58 Normal Hiring Limit (Level 3)
                          $28.51 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.
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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply