

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Human Resources Administrator
DEPARTMENT:	Human Resources
SALARY LEVEL:	Three
EMPLOYMENT DEFINITION:	Full-time Administration
SUPERVISOR (POSITION TITLE):	Manager, Recruitment & Staff Relations (Administrative & Support Staff)
DATE (revised):	August 2024

SUMMARY OF FUNCTIONS:

The HR Administrator plays an essential role in ensuring the smooth daily operations of the HR office by offering guidance and support across various administrative and human resources functions. Working in a fast-paced environment, the HR Administrator will effectively manage shifting priorities and exercise sound judgment to respond appropriately to various situations. The HR Administrator will assist with a broad range of confidential administrative tasks, supporting the Human Resources team, and engaging with a diverse array of stakeholders while contributing to a positive work environment.

DUTIES & RESPONSIBILITIES:

Administrative support for Human Resources Department (40%)

- First point of contact for the Human Resources Department by responding to general inquiries and directing people to appropriate areas or personnel, triages and escalates issues as required
- Liaise and guide faculty, staff, and student employees regarding policies, procedures, required documentation, etc.
- Deliver outgoing mail, open and sort external mail, date stamp, and distribute; prepare and send special packages by registered mail or by courier
- Photocopy and assemble documents, maintaining copies in appropriate electronic files
- Monitor Human Resources general office supplies and maintain adequate inventory
- Schedule and book rooms for committee meetings and seminars; arrange for audio-visual equipment for conference calls or video conferences when required, poll member availability, and prepare relevant materials
- Assemble confidential correspondence and documents, maintaining copies in appropriate files
- Assist with the coordination of daily priorities and operational activities
- Assist in establishing best practices for the efficient operation of the office (e.g. information management, staff development, scheduling, designing and implementing of office policies and procedures, automation of administrative processes and workflows, etc.)
- Prompt recording and implementation of departmental and University procedural and policy changes
- Assist in the administration of all collective agreements, guidelines, policies, procedures, etc.
- Assist the HR Team with special projects, research, policy development, and updates by coordinating the gathering of information and drafting recommendations based on institutional best practices
- Coordinate travel arrangements and accommodation when required
- Assist with drafting various types of confidential correspondence
- Maintain multiple HR email accounts

- Assist with the maintenance of the Human Resources website to ensure that policies, procedures, lists and forms are up-to-date and available to the University community
- Assist with the executive search process (recording secretary, coordinating meetings, preparing required documents, etc.)
- Monitor executive contracts to ensure the search/appointment/reappointment process is completed in a timely manner
- Act as recording secretary for various committees and subcommittees; process and distribute minutes to respective committee members as required (executive searches, collective agreement contract negotiations, AODA meetings, etc.)
- Create and maintain spreadsheets, charts, etc. detailing costs (e.g. legal costs, executive search costs, etc.)
- Assist with the annual service awards
- Maintain HR's electronic document management system
- Assist in coordinating employee functions and social events

Administrative Support for Recruitment

(35%)

- Administer athletic coaching contract hiring process (i.e. approval, review contracts, ensuring all training/payroll forms completed, criminal record check compliance)
- Administer volunteer process (i.e. approval process, agreement completed, ensure all training/payroll forms completed, criminal record check compliance)
- Assist with the recruitment process for all administrative, support staff, and contract positions
- Support the recruitment lifecycle by assisting with preparing and distributing documents, job postings, scheduling and contacting candidates, and coordinating testing, checking references of successful candidates
- Prepare and distribute "successful candidate" announcements
- Track receipt of all required documents for all employees (e.g. letter of employment, confidentiality statement, acceptable computer use policy, job description, etc.); ensure all documents have been signed accordingly
- Conduct education and other employment condition verifications, and track documentation, if required
- Ensure compliance with all health and safety certifications and policies for all employees (admin, support staff, part-time instructors, students, etc.)
- Ensure compliance with the Criminal Record Check Policy
- Notify UTS to set up standard accounts for new employees (faculty and staff including part-time instructors) and to delete accounts for terminated employees
- Maintain the University organizational charts; ensure all new positions and position changes are recorded accurately and in a timely fashion
- Update, maintain, and review the "Significant Dates" list
- Expedite new hire documentation to provide to payroll in a timely fashion
- Track all employee and faculty forms and required training documents
- Assist with the maintenance of the recruitment tracking sheets

STUDENT EMPLOYMENT

(25%)

- Maintain student employment hiring tracking spreadsheets
- Request approvals for student employment from the budget committee
- Liaise with Research Services and Research Finance regarding the approval of all research assistant positions on campus
- Respond to all student inquiries in conjunction with the relevant department head
- Assist with developing and/or updating job descriptions to ensure relevancy and consistency
- Post all student positions

- Distribute student applications to supervisors
- Administer the NU Works program (i.e. notify departments eligibility, verify student eligibility, update student status in Ellucian, tracking to ensure departments remain within budget, etc.)
- Liaise with the finance department to establish and post NU Work Student Positions
- Verify Student Employee and Research Assistant's wages are accurate per the policy
- Monitor student employment requests versus budget approval
- Maintain "studentjobs" email account
- Track receipt of all required documents for student employment (e.g. request to hire forms, confidentiality statement, required training documents, payroll forms, etc.); ensure all documents have been signed accordingly
- Set up student positions in Ellucian and electronic timesheet for students in Ellucian
- Act as Primary Office on the Government of Canada Grants and Contribution services portal for Student Employment Grants
- Main point of contact for government granting agencies to apply for summer student employment wage subsidies and grants
- Administer the summer student grant application process ensuring applications and information are submitted by deadlines (invoices liaising with department managers to ensure all forms are completed)
- Assist with the completion of final summer grant financial reports before the deadline to ensure funding is received

Any other duties as assigned.

QUALIFICATIONS:

Education: A University degree in Business Administration or equivalent. A CHRP (Canadian Human Resource Professional) designation would be considered an asset.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three to five years of relevant work experience, preferably in a confidential position, is required
- Experience using: Microsoft Office Suite (Word, Excel, PowerPoint, Visio, Power Automate), Ellucian, Webadvisor, SharePoint and general office equipment
- Ability to work and communicate effectively with a diverse population regarding policies and procedures, providing assistance in the completion of processes and maintaining supportive working relationships with internal and external community partners
- Strong working knowledge of employee guidelines and collective agreements
- Ability to use absolute discretion and maintain confidentiality
- Diplomacy and sensitivity in dealing with individuals' concerns
- Sound judgment with the ability to assess situations and to respond in an appropriate manner
- Excellent organizational and time management skills
- Ability to deal with difficult situations
- Ability to recognize errors
- Strong aptitude for drafting correspondence
- Ability to multi-task, set priorities, and respond to several simultaneous demands daily
- Excellent grammar/spelling ability and problem-solving skills
- Excellent listening & conceptual skills

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Recruitment & Staff Relations (Administrative & Support Staff)

Internal: Staff, faculty, students

External:

- Lawyers, Police Services
- External committee members
- Government Agencies
- External consultants
- Job applicants/interviewees
- General public

MATERIALS UTILIZED:

- General Office Equipment
- Employee guidelines/collective agreements
- Employee files
- Policies and procedures
- Colleague
- SharePoint
- Website editing software
- Webadvisor
- Informer reporting

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Visual/listening/mental concentration
- Open office
- Frequent and unexpected interruptions that require the ability to reprioritize work independently
- Heavy workload – often several conflicting deadlines

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources