

**Posting #24-208EM**

## **Human Resources Coordinator - Benefits Term, Full Time (Feb 2025 – Jan 2027)**

### **Purpose**

Reporting to and supporting the Manager of Employee Wellbeing and Benefits, the Human Resources Coordinator - Benefits provides advice and assistance with the employee benefits and pension plan, along with supporting case management for faculty and staff for medical leaves, disability benefits, and wellness programs. The Coordinator supports department strategies and initiatives through research and analysis, interpretation of best practice and collective agreements, and recommendations on employee health and wellbeing.

### **Responsibilities**

Duties include but are not limited to:

- Providing exemplary client services by responding to general questions for employees and acting as a key representative of the University with external stakeholders regarding policies, programs, processes, and procedures related to group benefits and pension;
- Administering group benefits and pension plans while ensuring access to benefits in a timely manner;
- Supporting case management and medical leave planning for faculty and staff;
- Coordinating the organization of the Pension Trustee Committee;
- Providing regular education to employees regarding pension and benefits;
- Conducting on-going audits, reconciling, and distributing monthly benefits entitlement data reports and invoices;
- Compiling, analyzing, and providing accurate information and data to ensure financially viable and sustainable decision making for the department;
- Assisting with the development and implementation of initiatives based on research and analysis;
- Supporting and fostering a positive and informative employee onboarding benefits experience;
- Maintaining strict confidentiality of medical and sensitive personal information;
- Ensuring best practices are identified and followed by utilizing proactive problem solving to improve service delivery;
- Supporting, adhering to, and integrating efforts, programs and best practices of the University's values with respect to equity, diversity, and inclusion;
- Collaborating with the Human Resources team to promote efficient employee service delivery; and
- Informing and collaborating with the Vice President – Finance & Administration on group benefits and pension updates.

### **Qualifications and Experience**

The successful candidate will possess an undergraduate degree in a relevant discipline preferably in business with a focus on Human Resources, along with one to three years of experience in benefits administration. A Certified Employee Benefits Specialist designation is an asset. An equivalent combination of education and experience may be considered.

We are looking for a team-oriented individual who values collaboration and who can also work independently and take initiative in a busy and challenging environment. The candidate must be able to prioritize workload in an environment with multiple and changing deadlines to provide support and collaborate with colleagues. Strong organizational and time management abilities are necessary, and the

successful candidate must have a strong focus on attention to detail, accuracy, and a clear understanding of how data affects operations in multiple departments. The position requires excellent listening, verbal and written communication skills, exceptional interpersonal skills, and a commitment to learning.

## Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$57,000.00 to \$67,000.00.

UNBC offers an excellent benefit package, employee training and development opportunities, as well as relocation assistance. For more details please see:

- <http://www.unbc.ca/human-resources/employee-benefits>

Hours of work will be between 8:30am and 4:30pm Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more

information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeewellbeing@unbc.ca](mailto:employeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #24-208EM to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled, however priority will be given to applications received by January 3, 2025.**