

Posting #24-217EM

Human Resources Assistant Regular, Full-time

Purpose

Reporting to the Associate Director of Human Resources, the Human Resources Assistant provides administrative support to the department that is integral to operations, client service and the success of Human Resources (HR) as it relates to the University goals and strategic priorities. This includes professional and informed service to the UNBC community, development and maintenance of administrative processes and procedures, event planning, and communications to internal and external stakeholders.

Responsibilities

Duties include but are not limited to:

- Responding professionally to inquiries from management, faculty, staff, students, the public, and other internal and external contacts with a level of institutional awareness;
- Ensuring information, procedures and communications related to university recruitment and competition files are accurate and timely, while liaising with candidates, committees and talent acquisition coordinators as required;
- Interpreting employee job records and wages for employment verifications;
- Identifying and recommending priorities and strategies for process improvements;
- Liaising with internal service providers (e.g. Facilities, Catering, EMS, Copy Services, Bookstore, Human Resources, Finance, Purchasing);
- Making travel arrangements and assisting with related documents and claims for department colleagues as well as candidates;
- Assisting with relocating new staff and faculty by coordinating travel, submitting web requisitions, and processing claims;
- Supporting with information gathering and data collection for Freedom of Information (FOI) requests;
- Maintaining electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports as requested;
- Authoring, proofreading and formatting a range of written materials including official correspondence, Human Resources materials, documentation, and web content;
- Coordinating schedules for senior leadership as required;
- Coordinating and supporting meetings and committees, including room bookings and catering; and
- Ensuring general office space, filing, and supplies inventory is maintained for a professional work environment.

Qualifications

The successful candidate will possess the following:

- A one-year certificate in office or business administration together with a minimum of three years' related experience, preferably in a confidential capacity and a post-secondary environment. An equivalent combination of education and experience will be considered.
- Familiarity with university structures, policies and procedures is preferred. The candidate must be proficient in the use of MS Word/Excel/Outlook. Experience working with HRIS systems is required, and experience with the Banner HR system would be considered an asset. Exceptional interpersonal skills are necessary with demonstrated proficiencies in written and verbal communication and the ability to solve problems to ensure client satisfaction is balanced with departmental success. The candidate must have a proven ability to work in a team environment using a collaborative approach with both internal and external stakeholders, interacting in a highly professional and confidential manner.
- The ability to work independently and demonstrate initiative in a busy and sometimes stressful environment is critical, with the flexibility to assist where needed and work as an active team member. It is critical to exercise good judgment and diplomacy, deal effectively and professionally with staff and faculty, management, students and the public. The successful incumbent will possess strong analytical skills and demonstrate the ability to find effective solutions to organize their time and meet challenges. A working knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA) should be demonstrated.

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 \$50,000 to \$55,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details, please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to 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. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-217EM in the subject line to:

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

Email submissions: 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.

Priority will be given to applications received by January 8, 2025. Applications will be accepted until the position is filled.

