

**Posting #25-008CU**

## **Hiring and Scheduling Coordinator**

### **School of Nursing**

### **Term, Full-time**

### **March 2025 to January 2027**

#### **Purpose**

Reporting to the Administrative Manager, Faculty of Human and Health Sciences, the Hiring and Scheduling Coordinator is a member of the administrative team supporting the School of Nursing. The Hiring and Scheduling Coordinator is responsible for the coordination of part-time instructor, teaching assistant (TA), research assistant (RA), and student assistant (SA) hiring and academic program scheduling for the School of Nursing. This complex and challenging role supports the Chair, School of Nursing, and faculty program coordinators for six academic programs, while working closely with the administrative team including the Assistant Manager, FHHS, and the Administrative Coordinators, FHHS.

#### **Responsibilities**

Duties include but are not limited to:

- Ensuring timely and accurate part-time instructor hiring for all programs delivered by the School of Nursing at all program delivery locations;
- Maintaining the Sessional Roster for the School of Nursing;
- Maintaining and updating the roles and responsibilities documents, and any other key documents for instructional positions in collaboration with the Chair and faculty program coordinators as needed;
- Ensuring all sessional hires are onboarded at the beginning of their contracts and offboarded at the end of their contracts;
- Working with the Chair and faculty program coordinators to determine which courses will require TAs and then managing all aspects of the TA hiring process;
- Supporting hiring of other student employment positions (SAs and RAs) when necessary;
- Coordination of academic program scheduling as directed by the Chair and faculty program coordinators, including planning, creating, entering, and editing the course schedules for all Nursing programs across all campuses;
- Tracking academic calendar semester dates, key semester dates such as workshops and OSCEs, statutory holidays and in lieu days, and other important dates in consultation with appropriate parties; and
- Coordinating with and coverage of administrative assistant tasks as required.

#### **Qualifications**

The successful candidate must possess a minimum of a two-year certificate or diploma in office administration. A baccalaureate degree in business administration or similar is preferred. Further



coursework or certification in human resource administration is a benefit. A minimum of 3 years' experience in a similar position is required, ideally in an academic setting. Experience with academic program scheduling, or similar, and with supporting hiring processes across multiple collective agreements and in high volumes are required. Experience with academic calendars, understanding of course scheduling requirements, and supporting hiring processes in an academic setting and across multiple sites is beneficial. An equivalent combination of education and experience will be considered.

The ideal candidate will demonstrate an ability to multi-task and deal effectively and efficiently with a wide variety of situations, while ensuring confidentiality and maintaining professionalism and good judgment. A demonstrated ability to work under pressure while facing multiple deadlines and changing priorities is an asset, as is the ability to follow established processes accurately and completely with minimal direct supervision or oversight. The ideal candidate will possess the ability to manage their own workload, to self-review work to ensure accuracy and completeness, while reaching out for support when necessary. Proficiency with Microsoft Office 365 programs, including Excel, Word, SharePoint, and Outlook are essential. Experience working both independently and in a strong, dynamic team environment is required, as are excellent written and oral communication skills. The ideal candidate will have proven effective interpersonal skills, ideally with a culturally diverse group of contacts; they must have the ability to build and maintain positive internal and external working relationships across a wide range of roles and diverse individuals.

## Salary

This position has been classified at a Grade 7. The annual salary range for this position is \$62,644.40 to \$65,228.80 and the normal starting salary will be \$62,644.40, pro-rated based on length of term.

UNBC offers excellent benefit packages, and 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 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.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-008CU 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](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 4:30PM on February 11, 2025.**

