

Nipissing University
JOB DESCRIPTION

JOB TITLE: Human Resources Administrator
DEPARTMENT: Human Resources
SALARY LEVEL: Three (3)
EMPLOYMENT DEFINITION (STATUS): Full-time Administration (contract)
SUPERVISOR (POSITION TITLE): Manager, Payroll

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Payroll the Human Resources Administrator, provides reception and administrative support to the Human Resources department. The incumbent acts as first contact for the department and provides a wide range of confidential administrative support, assisting the Director and the department with all Human Resources initiatives.

DUTIES & RESPONSIBILITIES:

Administrative Support for the Human Resources Department (50%)

- Act as front-line representative for the Human Resources office; monitor traffic through the office by greeting each visitor, determining their business, and/or directing them to the appropriate staff within the Human Resources office; answer main HR office phone line
- Deliver outgoing mail to the University mail room daily (or more frequently when requested), open and sort external mail, date stamp and distribute; prepare and send special packages by registered mail or by courier
- Photocopy and assemble correspondence and documents, maintaining copies in appropriate binders and files
- Monitor Human Resources general office supplies and maintain adequate inventory
- Shred confidential documents and dispose of accordingly; arrange for external shredding services when required
- Schedule meetings, book room/set up virtual meetings, conference calls, etc. and prepare any relevant materials, necessary equipment and coffee/lunch if required
- Provide guidance, on forms and information to faculty, staff and students regarding policies, procedures and required documentation
- Assist the Director with the coordination of daily priorities, operational activities, budget processes, policy development, research (as required) and projects as needed.
- Assist with the preparation of compensation agreements and termination/separation packages for employees based upon length of service, age, position, compensation, etc
- Notify the Director and other senior administrators of issues & concerns that could have an impact on the department or the University (i.e. employee relations issues, H&S, payroll, etc.)
- Provide support to other executive administrators on an ad hoc basis
- Coordinate travel arrangements, accommodation and vehicle rentals
- Draft various types of confidential correspondence
- Maintain and monitor various Human Resources email account

- 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
- Verify financial information on professional development request forms (i.e. ensure availability of funds) and employment status for tuition fee subsidy forms
- Assist with executive search process (recording secretary, coordinate meetings, prepare required documents, etc.)
- Act as recording secretary for various committees and subcommittees; process and distribute minutes to respective committee members as required (e.g. Joint Health & Safety Committee, EMP Steering Committee, NUAAC meetings, executive searches, NUFA, collective agreement contract negotiations, composition of compensation agreements, locating information for/from legal counsel, etc.)
- Monitor budget, prepare requisition forms, assigning budget and object numbers for supplies, travel, conferences, recruitment, maintain and update spreadsheets detailing costs (e.g. legal costs, executive search costs, etc.)
- Compile information for, prepare, print and distribute T2200 income tax forms regarding the conditions of employment (required for employees to deduct employment expenses from their income); answer inquiries via phone and e-mail regarding the T2200's

Student Employment

(20%)

- Liaise with departments regarding student employment needs and distribute student applications to supervisors
- Liaise with the finance department to determine NU Work Student Positions, track NU works positions, and verify eligibility
- Post all student positions
- Verify Student Employee Wages are accurate per the policy
- Maintain "studentjobs" email account
- Track receipt of all required documentation for student employment (e.g. request to hire forms, confidentiality statement, required training documents, payroll forms, etc.); ensure all documents have been signed accordingly
- Create students position in Datatel and Electronic Timesheet entry
- Act as Primary Officer and main point of contact for Government of Canada Grants and Contribution services portal for Student Employment Grants
- Oversee summer student grant application process ensuring applications and information is submitted by deadlines (invoices liaising with department managers to ensure all forms are completed) and final summer grant financial reporting is submitted

File Management

(20%)

- Scan documents into Sharepoint, HR's electronic document management system; work with UTS to determine best practices for storage, practical search functions, etc. Maintain and monitor the library of HR archived documents; record newly archived items and transport to HR (storage area); ensure old archived files are shredded, as appropriate
- Maintain the employee filing systems (e.g. personnel, employee relations, legal files, pension and benefits files, external networking, etc.)
- Track all faculty and staff training requirements, record in Datatel, in the appropriate personnel file and track in a spreadsheet for recording purposes.

Administrative Support for Recruitment

(10%)

- Assist with posting positions (support staff, administrative, faculty, student)

- Assist with scheduling interviews, coordinating testing, scheduling rooms/equipment
- Greet interview candidates and ensure Reference Authorization forms are signed and witnessed
- Assist with checking references of successful candidates
- Prepare and distribute “successful candidate” announcements
- Track receipt of all required documents for new employees (e.g. letter of employment, confidentiality statement, acceptable computer use policy, emergency contact form, job description, etc.); ensure all documents have been signed accordingly
- Conduct education and other employment condition verifications, and track documentation, if required
- Assist in ensuring compliance with Criminal Record Check Policy
- Notify UTS to set up standard accounts for new employees and to delete accounts for terminated employees
- Scan faculty appointment letters once returned to HR and send notification to the appropriate cc’s; and assist with maintaining the Faculty Hire Chart
- Draft onboarding email for new/returning faculty and assemble employment packages by enclosing forms required for payroll, group benefits, pension, mandatory training etc.
- 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 in order to provide to payroll in a timely fashion
- Track all staff and faculty forms and required training documents

Any other duties as assigned

QUALIFICATIONS:

Education: A University degree in Administrative Studies or equivalent.

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: MS Office Suite (Word, Excel, PowerPoint), MS Teams, Colleague, WebAdvisor, Experience using: Internet, email, fax machine, photocopier
- 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 and the ability to prioritize and multi-task
- Ability to deal with difficult situations
- Excellent grammar/spelling ability
- Good mathematics and problem solving skills
- Excellent listening & conceptual skills

POSITION RELATIONSHIPS:

Supervised by: Manager, Payroll

Internal Contacts:
Staff, faculty, students

External Contacts:

- Travel/Car Rental agencies, Hotels
- Lawyers, Police Services, Government agencies
- Joint Education Centre Services - Security, Chartwells
- Representatives of pension and benefits carriers and consultants
- External committee members
- External consultants
- Job applicants/interviewees
- General public

MATERIALS UTILIZED:

- General Office Equipment
- Employee guidelines/collective agreements (4)
- Employee files

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Little physical effort - sitting, standing and walking
- Pleasant surroundings
- Open office
- Constant interruptions; very busy office

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

Date

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Approvals

Supervisor

Date

AVP, HR & Equity, Diversity & Inclusion

Date