

Nipissing University

Position Description

POSITION TITLE:	Human Resources Generalist
DEPARTMENT:	Human Resources
SALARY LEVEL:	SL 4
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Manager, Recruitment & Staff Relations, Administrative & Support Staff
CREATED:	February 2026

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Recruitment & Staff Relations, the Human Resources Generalist will provide support for the recruitment and selection of administrative, support, and contract employees. The Human Resources Generalist will assist with employee engagement, professional development, organizational effectiveness, and compliance with collective agreements, policies, and legislation. Other responsibilities include administering immigration and residency programs for administrative and support staff employees, conducting research, contributing to human resources initiatives and projects, responding to general inquiries related to recruitment and selection, and assisting with the maintenance of human resources data and records. The Human Resources Generalist will work collaboratively with all departments to support efficient service delivery and consistent practices.

DUTIES & RESPONSIBILITIES:

Recruitment and Staffing for Administrative, Support and Contract Positions

(70%)

- Support recruitment and staffing by acting as the Human Resources representative on hiring committees
- Facilitate the position approval process
- Compose and post job postings for advertisement internally and externally
- Provide oversight and support on the creation of interview questions, scoring and scoring criteria, testing and presentation requirements
- Work with committee members to schedule interviews and supplemental components in a timely manner
- Conduct reference checks for successful candidates
- Facilitate required accommodations throughout the hiring process
- Draft employment offers/contracts and make employment offers to administrative, support and contract employees
- Meet with candidates and provide interview results and provide feedback to unsuccessful candidates when requested
- Ensure the terms and provisions of collective agreements, legislation, etc. are adhered to throughout the process
- Complete the employee onboarding process for administrative, support and contract positions
- Coordinate new employee orientation and contribute to the design and delivery of onboarding programs for new employees, while supporting employee transitions into new roles
- Provide guidance and support to supervisors throughout the recruitment and selection process
- Maintain accurate records of position vacancies, changes, and hiring processes workflows
- Create reports on hiring activities
- Support the administration of coaching contracts, including: reviewing Position Approval Forms for accuracy and completeness, posting for approvals, communicating with Head Coaches, and maintaining contract tracking spreadsheets

HR Processes and Operations

(20%)

- Communicate on a regular basis with the Manager, Recruitment & Staff Relations on issues related to recruitment and staffing
- Liaise with other universities on human resources initiatives and requests
- Stay up-to-date on current trends and best practices related to HR
- Collaborate on the creation and revision of HR forms and documents to streamline processes, enhance accessibility, and ensure compliance with legislation and policy
- Review and update the Human Resources website as needed
- Assist overall departmental operations, coordinate and implement projects, and perform other related duties, as assigned
- Maintain accurate records, spreadsheets, and reports related to assigned responsibilities
- Provide general HR support and guidance to employees, supervisors, and academic units
- Assist with job evaluation, administrative job review, and rating job descriptions
- Assist with functions/operations of the Human Resources office, when required

Immigration and Residency Programs

(10%)

- Act as a point of contact for administrative and support employees in employer-led permanent residency programs, liaising with new hires, employees and external partners to ensure smooth processes
- Provide guidance to administrative and support existing employees and new hires on documentation and timelines, coordinate internal approvals, maintain accurate records, and ensure the University meets all employer obligations under immigration and residency frameworks
- Monitor legislative and policy changes, and recommend process improvements to enhance the employee and institutional experience

Any other duties as assigned.

QUALIFICATIONS:

Education: A relevant university degree is required. (Bachelor of Business Administration, Human Resources, Social Sciences, etc.) A Certified Human Resources Professional designation is 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:

- A minimum of three to five years of related work experience in progressively responsible positions, experience in post-secondary would be considered an asset
- Experience working in a unionized environment
- Direct full-cycle recruitment experience
- Strong knowledge of employment legislation, HR best practices, collective agreement and other related legislation
- Exceptional organizational and time management skills, with the ability to prioritize multiple demands and meet deadlines
- Excellent interpersonal and communication skills, with a customer service orientation
- Excellent attention to detail and accuracy
- Strong written and verbal communication skills
- Demonstrated professionalism, tact, and diplomacy
- Ability to work both independently and collaboratively
- Proficient in Microsoft Office programs
- Ability and knowledge to multi-task, set priorities, work in a fast-paced and demanding environment
- Ability to interpret and apply policies and procedures

- Must have the ability to work with diverse populations, respond to needs in a sensitive and positive manner
- Demonstrated ability to exercise sound judgment and discretion regarding sensitive or confidential issues

RELATIONSHIPS/CONTACTS:

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

Internal contacts: Staff, students and faculty

External contacts:

- Other universities
- External consultants
- Job Applicants/interviewees

MATERIALS UTILIZED:

- General office equipment
- Software: MS Office, Sharepoint, Datatel, web authoring tools
- Relevant legislation (federal and provincial)
- Employee guidelines/collective agreements
- Confidential files

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Some intense visual/listening/mental concentration
- Respond to sensitive and confidential issues
- Frequent and unexpected interruptions
- May be required to work extended hours

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

Approvals

Supervisor

Date

Human Resources

Date