

## Human Resources Services Assistant

<b>Department:</b>	Human Resources	<b>Competition #:</b>	26-SS-08
<b>Campus:</b>	Windsor	<b>Classification:</b>	Support Staff
<b>Posting Type:</b>	Internal/External	<b>Payband:</b>	F
<b>Status:</b>	Full-time	<b>Hourly Rate:</b>	\$32.10 - \$37.04
<b>Position Testing:</b>	No	<b>Hours Per Week:</b>	35
<b>Clerical Testing:</b>	Yes		
<b>Start Date:</b>	ASAP	<b>Closing Date:</b>	May 25 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

### POSITION SUMMARY

The incumbent is the main contact for telephone and in-person inquiries from college staff and the general public regarding human resources and health and safety related activities. The incumbent books appointments, relays calls and provides factual information in a customer-service oriented manner. The incumbent assists with People Soft data entry, compiles and uploads data. Liaises with admin assistants and/or managers to ensure accuracy of information. The incumbent is required to work between the hours of 8:30 am to 4:30 p.m.

### CORE DUTIES & RESPONSIBILITIES

#### **General Health and Safety Duties:**

50%

Responsible for:

SDS System

- Organizes SDS system, assigning new/revised SDS by department.
- Initiates approval of Manager as required.
- Inputs data into reports by department.

Hazardous Waste Collection

- Collects hazardous and biohazardous waste information from departments monthly.
- Schedules external and internal pick-ups and communicates to departments.
- Inputs data into reports required for internal and external parties.

Incident Report Recordkeeping and Reporting

- Inputs and verifies information is complete for all incident reports.
- Inputs data into internal monthly and annual reports.

Safety Systems

- Works within College safety systems to input and sort information (SDS, Incident Reports, JHSC inspections, etc.).

HR and Safety Websites and Boards

- Updates websites and boards with required information monthly or as required.

PPE Program

- Inputs safety shoe, safety glasses information into reports for external and internal use.
- Schedules safety shoe truck annually and communicates eligibility and account codes with department managers.

PD Program

- Works with scheduling to assign rooms for PD training and updates communications.
- Updates employee HR and Safety training into College systems (ex. Peoplesoft, Employee LMS).

College Committees

- Acts as a resource on various committees, taking minutes, scheduling meetings, inputting data and generating reports. Examples include JHSC, Wellness, Emergency Planning, etc.

#### **General HR Office Duties:**

30 %

- Responds to a wide variety of telephone, email and in person inquiries from College staff and members of the general public for human resources/general information.
- Sets appointments for staff with department managers and support services officers, including coordination of internal/external candidates.
- Refers to other departments or individuals as appropriate.
- Daily data input into client service database and gathers information for, employment verifications and other data loads such as employee driver licenses for use of college vehicles, position descriptions, HR and H&S training, etc. .
- Maintains efficient office systems and procedures, including an accurate and reliable record and retrieval (filing) system all full-time, regular part time information
- Administers Job Specific / Clerical Pool testing and maintains electronic testing database.
- Assists with Human Resources Departmental workload, e.g., correspondence, mail, work orders, IT requests, facility requests, purchase requisitions, office supplies ordering, organizational chart updates, compiles quarterly constituent union dues billings, and other departmental correspondence/spreadsheet processing as required.
- Ensures a welcoming appearance of the main office area and other Departmental tasks, as required.
- Maintains department website.
- Reviews and updates all electronic forms and general postings, ie. Holidays, etc. and ensures relevance and accuracy of information.

**Manual Part-Time Employment Contracts**

15%

Responsible for the first steps in processing, on a time limited basis, all part-time Employment Contracts, which include new hires, promotions, extensions, transfers, rollovers etc. This includes:

- Compilation of confidential personnel data
- Verification of confidential personnel data
- Confirms salary rates and related benefits
- Assessing eligibility for benefits, required to pay Union Dues as per contracts; signs up/reinstates PL faculty for benefits
- Filing Part-Time contracts and related documents
- Produces Labels for Part-Time Staff

**Other Duties as Assigned**

5%

**MINIMUM QUALIFICATIONS****EDUCATION**

The ideal candidate must possess a minimum of a 3-year diploma/degree in Human Resources. CHRP Designation would be considered an asset.

**EXPERIENCE**

The ideal candidate must possess a minimum of 2 years' recent experience in a human resources environment. Health & Safety experience in regulations, compliance, systems and processes combined with strong computer skills.

**ANALYSIS & PROBLEM SOLVING**

- Upload Training Records into Peoplesoft system and create training reports
- Administering Tests related to job competitions
- Part-time contracts. Incumbent must input primary data for HR into Peoplesoft

**PLANNING/COORDINATING**

- Planning for scheduled activities and multi-tasking of deliverables in information, with interruptions
- Monthly hazardous waste and biohazardous waste information collection
- Website and HR and H&S board updates

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

**All active internal applicants MUST apply through the St. Clair College online application**

**system:** <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>. We do not use artificial intelligence (AI) to screen or assess applicants nor do we request or collect personal information beyond what is needed for the application process. Candidates can confirm the legitimacy of any job posting by checking the St. Clair College careers website.

Canadian work experience is not a requirement. Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

**START HERE GO ANYWHERE**