

Human Resources Supervisor

Department:	Human Resources	Competition #:	26-A-04
Campus:	Windsor	Classification:	Administration
Posting Type:	Internal/External	Salary Range:	Salary Range: \$79,101-\$98,878
Status:	Full-Time	Closing Date:	Friday, July 10, 2026 at 4:30PM
Presentation Required:	Yes	Start Date:	ASAP

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success. Reporting to the Senior Manager, Human Resources, Compensation and Total Rewards and working in collaboration with the Human Resources departmental team the incumbent is responsible for executing day-to-day HR functions.

The responsibilities of the Human Resources Supervisor, include, but are not limited to:

- Administer compensation plans and associated processes for multiple employee groups, ensuring all activities are completed accurately, within established timelines, and in accordance with collective agreements, employment standards, and institutional policies. This includes maintaining data integrity, supporting compensation cycles, and ensuring consistent application of compensation practices.
- Interpretation and administration of benefit plans for multiple employee groups.
- Assist with HR reporting and analytics by gathering and validating data to support routine and ad-hoc reports.
- Departmental projects as assigned.

The ideal candidate will meet or exceed the following qualifications:

- Relevant post-secondary education (3-year Human Resources diploma and/or Human Resources degree); CHRP/CHRL an asset.
- Minimum 3 years' experience, ideally within a unionized environment with an understanding of Collective Agreements, ESA, Benefits etc.
- Experience with HR systems and analyzing complex HR data.
- Strong communication, collaboration, judgment, and relationship-building skills.
- Proven ability to manage high-volume, deadline-driven work.

Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.

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.

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

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.