

**POSITION AVAILABLE**

# **HUMAN RESOURCES ASSOCIATE & VOLUNTEER COORDINATOR FULL-TIME**

In 1974, Pearson College was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson College UWC is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Scia'New) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide.  
([pearsoncollege.ca](http://pearsoncollege.ca))

**Pearson College UWC is recruiting for an outstanding Human Resources (HR) Associate and Volunteer Coordinator to join our Human Resources team.**

**Reporting to:** Director, Human Resources

**Position Summary:**

Reporting to the Director, Human Resources, the HR Associate assists with compilation, maintenance and processing of information relating to staffing, full-cycle recruiting, training, employee relations, performance evaluations, benefits and record keeping. The HR Associate provides administrative support in processing information for College employees, responds to enquiries and provides information to employees on HR processes, procedures, policies, and benefit entitlement. The HR Associate will also maintain the College's HRIS system and coordinate the volunteer program.

**Main Responsibilities:**

- 1. Updates and maintains employee information in the College's Human Resource Information System (HRIS) by (25%):**
  - Compiling, documenting, entering, and updating employee information, salary, employee status, job information, position information and leaves.

- Reviewing, confirming and ensuring all information is correctly and timely entered in the College's HRIS.
  - Working with finance/payroll staff and other departments to obtain information, clarifying details and making changes to employment and benefit records.
  - Monitoring employee absences, including illness and vacation and assists with reporting.
  - Preparing or reviewing employment related reports.
- 2. Participates in Recruitment and Selection by (25%):**
- Preparing, distributing and copying job postings.
  - Working with the Communications team in preparing and posting external job advertisements.
  - Contacting applicants, scheduling interviews, booking rooms and distributing resumes and interview materials.
  - Maintaining recruitment files.
  - Participating on selections committees as required and ensures compliance to applicable legislation and College policies.
  - Drafting and preparing employment offer letters and notification of changes to employment, including information such as the appropriate salary, benefits, and other entitlements.
  - Onboarding and employee orientation.
  - Assisting with coordination and development of training.
  - Assists in compiling interview materials.
- 3. Provides general human resources information office support by (25%):**
- Responding to a variety of requests by telephone, e-mail, written correspondence, and in-person enquiries from employees and general public regarding postings, recruitments, employment, salary, leaves, benefits and other matters as they arise.
  - Preparing a variety of form letters, memoranda, correspondence, and reports and providing assistance to the Director as required.
  - Receiving, delivering and processing confidential and or sensitive information from employees and referring matters to the HR Director.
  - Creating, organizing and maintaining recruitment, employee and various office files (paper and electronic).
  - Scanning, photocopying, compiling and preparing materials such as: employment and benefit packages, orientation materials and other documentation.
  - Assisting with the coordination of orientation sessions.

4. **Assists with employee enrolment and benefit administration by (15%):**
  - Determining employee benefit eligibility in accordance with employee contracts and policies.
  - Providing assistance to employees regarding benefit entitlement and completion of various forms such as applications and changes.
  - Processing employee forms for various benefit insurance carriers.
  - Liaising with employees, payroll and benefit insurance carriers to resolve issues.
  - Processing and distribution of the College's RRSP program.
  - Reviewing and updating employee benefits within the payroll and HRIS system.
  
5. **Coordinates the Volunteer Program and other assigned duties by (10%):**
  - Following up on applications and questions regarding volunteering.
  - Providing orientation and introductions to new volunteers.
  - Collaborating with Operations and other departments to ensure that the College has appropriate accommodation and meaningful volunteering opportunities, which fit with the applicant's skills set and the needs of the College.
  - Assisting with special projects related to Human Resources.
  - Assisting in the creation and implementation of HR processes and policies.

#### Education and Experience

- Completion of Human Resources Diploma and a minimum of 3 years' experience working in a Human Resources position preferably in an educational environment or an equivalent combination of education, training and experience may be considered.
- Knowledge of provincial and federal legislation covering Human Resources practices such as Employment Standards Act, Freedom of Information/Protection of Privacy and Human Rights.
- Knowledge of and experience with current Human Resources Management practices.
- Knowledge and experience with computer applications and databases with the ability to identify and resolve difficulties with information input and retrieval.
- Experience working with integrated HRIS systems.

### Skills and Abilities

- Ability to work and communicate effectively with various groups in obtaining and conveying information about policies and procedures, providing assistance in completions of documentation and maintaining supportive working relationships.
- Must have organizational and time management skills in meeting deadlines while dealing with frequent interruptions and changing priorities.
- Demonstrated ability to work with computer applications such as Microsoft Office Suite.
- Excellent communication and interviewing skills and the ability to deal tactfully and diplomatically with employees from all levels of the College.
- Confidentiality in working with employee information and files.
- Ability to exercise initiative in contributing input into improvement to departmental operations and service to clients.
- Ability to work independently and in a team environment.
- Demonstrated ability to provide excellent customer services skills, responding to enquiries and providing information regarding processes and guidelines, procedures such as recruitment and selection, appointment and benefits information.

### **Compensation & Organization**

This is a full-time position located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. The starting salary will be between \$42,000-\$48,000 per annum depending on experience. The College also offers an attractive benefit package.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca).

*Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.*