

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Human Resources Administrative Assistant

REPORTS TO: **Directly:** **Superintendent of Human Resources**
 Indirectly:

Purpose:

The Human Resources Administrative Assistant is responsible to provide direct support to the Superintendent of Human Resources as well as perform a range of human resources duties supporting superintendents, division supervisors, schools and payroll staff.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 12 diploma from a recognized educational institution is required.
- Minimum of one (1) year post secondary office education is required and a certificate, diploma or undergraduate degree in Administration or Human Resources would be considered an asset
- Possession of a CHRP is considered an asset.
- A minimum of 1 year of work experience in an office environment is required and experience in a Human Resources role would be preferred
- Work experience in recruitment, staffing, or employment law is also considered an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Advanced knowledge of business English, spelling and punctuation.

Required Skills and Abilities

- Superior interpersonal and communication skills, both verbal and written.
- Excellent listening skills and ability to carry out directions in a timely manner.
- Excellent time management skills and the ability to prioritize multiple demands.
- Ability to work independently with minimum supervision as well as a team player when required
- Ability to maintain strict confidentiality relative to school division operations, payroll data and personnel files
- Ability to deal effectively with a broad range of staff members and members of the public.
- Accurate filing and proofreading skills
- Good interpersonal and communication skills
- Display a professional appearance and a positive attitude
- Ability to do Light Load Work which includes:
 - exerting up to 20 lbs. of force occasionally
 - exerting up to 10 lbs. of force frequently to move objects

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Human Resources Administrative Assistant shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Input, edit and proofread and finalize correspondence, reports, forms, presentations as required
- Respond to telephone, in person or electronic inquires or forward to appropriate person in a variety of Human Resources areas.
- Assisting the Superintendent of Human Resources with the annual University career fair materials
- Administer and maintain up-to-date staffing lists and staffing allocations for Superintendents and supervisors.
- Coordination of the recruitment and staffing processes as follows:
 - a. Create job postings for all vacation positions, including newspaper advertising
 - b. Receiving and filing resumes electronically while updating the resume portal
 - c. Issue all relevant Contracts and offers of employment as outlined in the approved budget documents and as approved by the appropriate supervisors
 - d. Ensure staff lists have been updated with changes of letters of offer made to staff
 - e. Ensuring all employee's payroll documentation is received in a timely fashion then subsequently forwarded to payroll.
 - f. Ensure the completion and dissemination of all relevant documentation as it refers to staff additions, initial orientation and changes in staff through to termination of employment
- Understand and interpret specific articles within the local collective bargaining agreements.
- Maintaining all required documentation for seniority, layoff and recall lists for the local unions within the division.
- Assist in gathering and updating information for the division staffing budget.
- Creating staffing reports to update stakeholders on a monthly basis.
- Maintaining and updating the NESD HR website as required.
- Working with our HRIS track and maintain all relevant information.
- Ensuring all relevant information for personnel files are maintained and kept up to date.
- Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.
- Sharing the required information with all stakeholders as required (i.e. Local Unions as outlined in their agreements).
- Coordinating the process for long term leave approval letters (ex. Maternity leaves, unpaid LOA's, etc.)
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Other duties as assigned by the Human Resources Administrator

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Human Resources Administrative Assistant discuss in public information pertaining to anyone in the school division. The Human Resources Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Human Resources Administrator is expected to work independently and as a team member of both the Business Team and the Employee Services Department.

Working Jointly with Other Staff on Common Assignments or Tasks:

This position involves working jointly with the Human Resources Administrator, other support staff, Principals (Vice), Union Representatives and schools as required on a daily basis in support of the goals of the Employee Services Department.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Human Resources Administrative Assistant is tied to the following grid:

Division Office Administrative Assistants Range 1

Division Office Administrative Assistants Range 2

Approved By:	Dean Biesenthal
Date Approved:	May 1, 2011
Reviewed:	November, 2010