

**Posting #24-217EM**

## **Human Resources Assistant Regular, Full-time**

### **Purpose**

Reporting to the Associate Director of Human Resources, the Human Resources Assistant provides administrative support to the department that is integral to operations, client service and the success of Human Resources (HR) as it relates to the University goals and strategic priorities. This includes professional and informed service to the UNBC community, development and maintenance of administrative processes and procedures, event planning, and communications to internal and external stakeholders.

### **Responsibilities**

Duties include but are not limited to:

- Responding professionally to inquiries from management, faculty, staff, students, the public, and other internal and external contacts with a level of institutional awareness;
- Ensuring information, procedures and communications related to university recruitment and competition files are accurate and timely, while liaising with candidates, committees and talent acquisition coordinators as required;
- Interpreting employee job records and wages for employment verifications;
- Identifying and recommending priorities and strategies for process improvements;
- Liaising with internal service providers (e.g. Facilities, Catering, EMS, Copy Services, Bookstore, Human Resources, Finance, Purchasing);
- Making travel arrangements and assisting with related documents and claims for department colleagues as well as candidates;
- Assisting with relocating new staff and faculty by coordinating travel, submitting web requisitions, and processing claims;
- Supporting with information gathering and data collection for Freedom of Information (FOI) requests;
- Maintaining electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports as requested;
- Authoring, proofreading and formatting a range of written materials including official correspondence, Human Resources materials, documentation, and web content;
- Coordinating schedules for senior leadership as required;
- Coordinating and supporting meetings and committees, including room bookings and catering; and
- Ensuring general office space, filing, and supplies inventory is maintained for a professional work environment.



disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

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