



## Internal Job Posting

### 1.0 FTE Assistant Human Resources Manager

Location: Catholic Education Centre

Competition # 2018-19-67

**SNCDSB is searching for a collaborative, dynamic leader that supports student engagement, well-being and achievement within a Catholic organization.**

### Assistant Human Resources Manager

**Start Date: September 3rd, 2019**

### Catholic Education Centre, Terrace Bay

**Reporting to the Human Resources Manager, the successful candidate will be responsible for a variety of administrative duties in support of the Board's human resources functions, including employee onboarding, recruitment & selection and talent management.**

#### **SNCDSB is seeking an individual who has:**

- Comprehensive knowledge of collective agreements, human resources practices and processes, School Board policies and procedures and employment related-law.
- Experience with HR Management Systems.
- Knowledge of Ontario College of Teachers, Basic and Additional Qualifications, Ministry of Education, Education Act, Regulation 274, Employment Standards Act, Ontario Human Rights Code, and Freedom of Education Act.
- Ability to exercise considerable independent judgement, tact and sensitivity with confidentiality and discretion in dealing with internal and external clients.
- Knowledge of the education sector and emerging trends and best practices.

#### **Duties and Responsibilities:**

- Assist with employee lists, providing updates to management as necessary.
- Ability to prioritize work, an organized and energetic individual, with attention to detail, who is able to work in a dynamic, fast-paced environment.
- Draft employment letters including but not limited to offer letters, transfer letters, termination letters, etc.
- Assist with the on-boarding process ensuring all new employees have the proper technology and access for their first day, including IT set-up, press releases and school/desk assignment.
- Assist with managing employee departures including collecting and tracking all necessary technology, ensuring it is returned to the IT department.
- Arrange, coordinate and participate in interviews as required, perform reference checks for potential candidates.
- File / Scan employee paperwork and assist with safe school training courses.
- Other duties as required.

**Position Qualifications:**

- University degree or College diploma and/or experience in Human Resources Management.
- Strong knowledge of technology & Google Apps for Education.
- Occasional travel to our school communities.
- Attend Professional Development training as per Board requirement.
- Successful completion of all safety training courses.
- Cover letter and resume which clearly outlines your qualifications, skills and experiences related to the position.
- Current pastoral reference.
- A minimum of three (3) references including email addresses must be included in order for your package to be considered complete. Reference Check Consent Form can be found on our website.

Please submit your application package indicating competition number to [careers@snedsb.on.ca](mailto:careers@snedsb.on.ca) by **August 28, 2019, at 4:00 pm**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Hugh McCorry  
Board Chair

Maria Vasanelli  
Director of Education