

**Job ID:** SCHII-23-54  
**Job Title:** Human Resources Administrator  
**Department:** Human Resources  
**Campus:** Thunder Bay, ON  
**Status:** Full-time, 10 month contract  
**Job Category:** Non-union

**Date Posted:** December 6, 2023  
**Closing Date:** December 20, 2023 (Shortlisting will be on December 13th)

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

Reporting to the Manager, Human Resources & Organizational Development, the Human Resources Administrator is a key position within the Office of Human Resources responsible for processing HR/Payroll forms into the HRIS system, ensuring all items are accurate and in compliance with Employment Standards, along with applicable University policies or collective agreements. The HR Administrator ensures proper procedures and protocol are followed when entering employee data into HRIS, specifically when calculating hourly/annual rates of pay and key, retroactive pay for employees and any changes in employee pay and benefits (pension, LTD, life insurance). The incumbent will work closely with the HR team to facilitate and foster continued maintenance, growth and improvement in our HR systems and programs.

## Job Duties

### HR/Payroll Processing and HR Information System (HRIS) Maintenance:

- Ensure accurate processing of HR/Payroll forms into the HRIS system including demographic information, adhering to Employment Standards, University policies, and collective agreements.
- Verify and calculate hourly/annual rates of pay, retroactive pay, and changes in employee pay



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and benefits, including pension, LTD, and life insurance.

- Set up, maintain, and correct problems in HRIS modules, including official employee personnel files, both electronic and physical copies.

## **Employee Benefit Management:**

- Oversee all aspects of employee benefit onboarding, change of status, and related inquiries.
- Manage processing and file management for maternity/paternity leaves, unpaid leaves, and retirements across employee groups.
- Coordinate benefit enrollments, ensuring correct completion of forms and timely updates.
- Track and maintain benefit continuations, ensuring appropriate premiums are processed and received.

## **Employee Life Cycle Processing:**

- Process all aspects of the employee life cycle for non-union, union, and part-time hourly employees.
- Administer the departure process, including resignation letters, wage, and position closure in HRIS, and coordination of physical employee files.

## **Training, Documentation, and Support:**

- Develop and implement training materials, process guides, and documentation to facilitate knowledge sharing and Cross-train with other HR Administrators to ensure continuous support.
- Provide support during peak periods, including greeting visitors and covering the front desk as needed.

## **Qualifications**

- A post-secondary degree or diploma in Human Resources/Industrial Relations (or related discipline) is required. Applicants with a combination of education and experience will be considered.
- One to five years of experience in a unionized environment working directly with HRIS as a Human Resources or Payroll Administrator is desired
- Ellucian Colleague and/or form based HRIS experience considered to be an asset.
- The successful incumbent must have a comprehensive knowledge of HRIS and reporting systems, Microsoft Office Suite and collective agreement interpretation.
- Additional qualifications include excellent critical thinking and advanced problem-solving capabilities along with the ability to use sound, professional judgment in making complex decisions.
- High attention to detail, organization and time management is essential. Excellent research skills and a passion for customer service are also key factors for this role.

## **Working Conditions**

- Office environment

## **What do We Offer?**



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This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email [humanres@lakeheadu.ca](mailto:humanres@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**