

**Job ID:** SCHII-24-01  
**Job Title:** HR Assistant  
**Department:** Human Resources  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, 3-month contract  
**Job Category:** Schedule II

**Date Posted:** January 15, 2024 \*shortlisting will commence after 1 week  
**Closing Date:** January 29, 2024

## 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

The Human Resources Assistant provides a wide range of HR support services to the Office of Human Resources.

## Job Duties

### HR Administration

- Process employee letters and forms related to new hires, departures, transfers, promotions, leaves of absence, salary adjustments, etc
- Entering and maintaining database records
- Setup and maintain employee files
- Distribute pertinent information to the payroll department
- Support managing the integrity of the HRIS system through reporting and auditing
- Be familiar with the Collective Bargaining Agreements and ensure compliance
- Assist with day-to-day operations of the HR functions and duties.

# Employment Opportunity

## Qualifications

- Post-secondary education in Human Resources, Office Administration or a related field is preferred.
- Experience in a unionized environment working directly with HRIS as a Human Resources Administration is desired. Those with a combination of education and experience will be considered.
- High attention to detail, organization and time management is essential. Excellent research skills, a passion for customer service and keen attention to detail are also key factors for this role.
- The successful incumbent must have a comprehensive knowledge of Microsoft Office Suite, collective agreement interpretation and well-developed troubleshooting skills
- Previous experience working at Lakehead University or with Ellucian/Colleague is an asset.

## Working Conditions

- Office environment

## 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 [careers@lakeheadu.ca](mailto:careers@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**