

# INTERVARSITY

## Position Description

**Role Title:** Human Resources Administrator

### **Overview and Purpose:**

The Human Resources Administrator provides reliable, accurate and trustworthy administrative and project support to the HR Generalist and the HR Director. The role also serves staff across the Fellowship by adhering to the highest standard of confidentiality and professionalism and delivering a high degree of internal and external customer service. The degree of personal interaction involved paired with the combination of administrative support and procedural tasks requires a person who: is well organized, enjoys working with a variety of people, has the ability to adjust to temperament, is confident, flexible, patient, attentive to detail and enjoys a variety of tasks.

### **Relationships:**

Reports to:	Human Resources Generalist
Direct Reports	None
Internal Relationships	Finance and Information Management (Payroll & IM/IT) NRC Directors, Managers & Teams National Leadership Team (NLT) National Leadership Council (NLC)
External Relationships	HRIS/Payroll Vendor (ADP Canada) Benefits & Pension Vendor (Manulife Financial) Benefits & Pension Consultants

### **Key Responsibilities:**

#### **Ministry & Personal Development**

- Be a growing and developing disciple of Jesus Christ
- Adheres to and annually affirms InterVarsity's Statement of Agreement
- Be a life-long learner who values the discipleship of mind, body and spirit
- Achieves and maintains personal fundraising targets
- Maintains active involvement in a local church
- Develops areas of expertise related to job assignment

#### **Administrative & Clerical**

- Confidentially maintains the data integrity of physical and electronic personnel records
- Coordinates employee Payroll data and accurately inputs to HR/Payroll database; prepares and forwards relevant information to Payroll Administrator for processing
- Administers the job postings process internally & externally; monitors each cycle to outcome
- Assists with recruitment and selection process for the National Resources Centre (NRC) in particular, and for other ministry clients as needed (e.g. candidate screening, interview & pre-interview questionnaires, testing, induction and onboarding)
- Prepares ad hoc letters and/or reports for staff and management as applicable and requested
- Creates, revises & maintains various templates to assist the team with improved response times and end users with improved user-friendly tools

- ❑ Maintains Staff Policy & Procedures Handbook
- ❑ Assists HR Generalist with administration of benefits enrolments/terminations/changes and updates
- ❑ Assists HR Generalist & Director with a variety of planned and in progress projects (E.g. Manager's Handbook, HRIS Use & Expansion, Creation of Fillable Forms, Summer Payroll Management, Visa & Work Permit Portfolios, Digitization of HR Files/Records) and other projects and tasks as assigned.

### Key Outcomes:

- ❑ Timely, accurate and friendly service to staff teams and ministry partners
- ❑ Accurate and reliable employee information and reports are always available
- ❑ HR policies are up to date and in accordance with legal and employment standards
- ❑ HR strategy is moved forward, and projects materialize

### Qualifications:

#### Ministry Specific

- ❑ Personal relationship with Jesus Christ with clear evidence of growth as a disciple
- ❑ Understanding of InterVarsity's purpose and mission with a strong desire and commitment to advancing the Fellowship's goals
- ❑ Ability to annually affirm and commit to InterVarsity's Statement of Agreement

#### Knowledge, Skills & Abilities

- ❑ Personable, approachable, client/customer centric, with strong attention to details
- ❑ Ability to handle and hold sensitive information and to respect and adhere to confidentiality
- ❑ Fast learner with ability to organize, prioritize and manage a high volume of tasks and assignments and meet deadlines in a fast-paced environment
- ❑ Good knowledge of employment standards and human rights legislation (national an asset)
- ❑ Excellent time management skills with ability to flex to a dynamic, changing environment
- ❑ Proven ability to work collaboratively and effectively with team members at all levels
- ❑ Flexibility to work independently and/or as part of a team
- ❑ Strong problem-solving skills with the ability to think critically
- ❑ Ability to research, analyze data and provide sound judgement/recommendations
- ❑ Excellent interpersonal skills along with strong oral and written communications skills

#### Education/ Experience

- ❑ Post-secondary education in Human Resources or Business Management preferred or equivalent combination of training and experience in Human Resources administration and/or management (three to five years)
- ❑ Working knowledge or experience with HRIS/HCM systems (two to three years)
- ❑ Good working knowledge of MS Office Suite and Adobe Professional
- ❑ Accurate typing speed of at least 40 WPM

**Position Level:** 6

**Compensation range:** Per salary scale