



Human Resources Coordinator (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkinstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

With a strategic direction of "People First" St. Mary's University has an exciting and dynamic opportunity for a savvy, innovative, dedicated HR professional who is passionate about health and safety, and looking to be part of supporting the implementation of progressive people strategies and practices within a growing post-secondary institution. In collaboration with Human Resources Team, the successful candidate's primary focus will be to assist in the planning, development, coordinating implementation, and administration of a wide variety of people resources-focused initiatives, strategies and programs.

WHAT WILL YOU DO:

- Assists with the development, implementation and administration of new progressive strategic HR services with a focus on talent acquisition, occupational health & safety, WCB, talent management, employee relations, and policy & procedure application based on legislative compliance, best practices and organizational wide changes.
- Provides support and guidance to employees on available health and safety best practices, HR services, and employee relations concerns.
- Lead health and safety and full cycle talent acquisition initiatives, related grant applications and support with related on-boarding needs.

- Support with identifying barriers and opportunities to providing relevant and meaningful HR programs & services.
- Development of employee and leader resources and communications.
- Provides consultative and coaching support to leaders on best practices and University wide people focused solutions.
- Represents Human Resources interests on various internal committees and working groups.
- HR administration and support work including coverage for HR team members when required.
- Additional projects and duties as assigned.

QUALIFICATIONS & ATTRIBUTES:

- Degree/diploma in Human Resources complemented by 3+ years related work experience as an HR professional specializing in policy & program development, occupational health & safety and full cycle recruitment.
- Superior interpersonal, communication and coaching skills (both written and verbal), with proven collaborative and influencing skills with all levels of an organization.
- Exceptional people focus, networking and presentation skills, with the ability to represent the University and build relationships with stakeholders.
- Excellent organization skills, ability to effectively multi-task and attention to details are critical.
- Results oriented, adaptable to change, and has the ability to handle multiple assignments and changing priorities effectively and efficiently with minimal supervision.
- Actively drives self development, by identifying and seeking out development opportunities.
- Advanced computer skills with a proficiency in Microsoft Office, report writing, and database management.
- Previous experience with Dayforce systems would be an asset.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "**Human Resources Coordinator**" by end of day on **Monday, February 26, 2024 or earlier**. Interviews will be conducted as suitable candidates apply. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

