



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 Mohkíntsis (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 Otipemisiwak Métis government, District 6, Calgary Elbow. 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 challenging opportunity for a savvy, innovative, dedicated HR professional who is looking to be part of creating and implementing progressive people strategies and practices within a growing post-secondary institution and HR Team.

In collaboration with Human Resources Team, the successful candidate's primary focus will be to support the HR Team with a wide range of administrative tasks around planning, development and implementation of people resources-focused initiatives and programs.

If you are passionate results orientated HR Administrator who is dedicated to service excellence in the areas of talent acquisition, initiative development, compensation & benefits administration, leave & disability coordination, employee relations, policy & procedure and performance management, this role is ideal for you.

WHAT WILL YOU DO:

- Assists with the development, implementation, and administration of existing and new progressive strategic HR services with a focus on employee engagement, employee experience, health & safety, talent management, total rewards, and policy & procedure based on legislative compliance, and budget & expense management.
- Represents Human Resources interests on various committees and working groups internally.
- Planning and executing impactful, high-quality employee events and acting as the main contact with vendors to create exceptional employee experiences.

- Participation in supporting talent acquisition, including job postings/tracking, candidate tracking, onboarding, and webpage content.
- Assist HRIA software maintenance, reports, and payroll backup.
- Spearhead the streamlining and digitizing HR operations, identifying barriers and opportunities to streamlining meaningful HR programs & services with innovative ideas.
- Coverage for HR team members during absences and additional duties as assigned.

QUALIFICATIONS & ATTRIBUTES :

- This dynamic role requires our ideal candidate to possess a minimum of a degree/diploma in Human Resources complemented by 3+ years related work experience.
- Superior organization skills, ability to effectively multi-task and attention to details are critical.
- Advanced computer skills with proficiency in Microsoft Office, app/software use, and database management.
- Dynamic, results orientated, adaptable to change and enjoys proactively managing multiple priorities and changing priorities effectively and efficiently with minimal supervision.
- Exceptional interpersonal skills and communication (both written and verbal), with proven collaborative and influencing skills with all levels of an organization.
- Exceptional collaboration, networking and presentation skills.
- Ability to represent the University and build relationships with internal stakeholders and external partners.
- 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.
- Actively drives self-development by identifying and seeking out development opportunities.
- Previous experience with Human Resources Information Systems, such as Dayforce, would be an asset.

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 paid 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: "HR Coordinator" by end of day on May 11th, 2025. 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.***

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