



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

Administrative Assistant – Human Resources and Social Work

Booth University College invites applications for an **Administrative Assistant – Human Resources and Social Work**. This is a career opportunity for an administrative specialist with experience and/or training in Human Resources and the capability to utilize their organizational, administrative, and payroll skills efficiently with a focus on accuracy. This role is suited for an individual with strong interpersonal abilities, and a passion for Human Resources and Christian higher education to effectively support the work of the Human Resources Generalist and school of Social Work

Essential Functions of the Job:

The Administrative Assistant – Human Resources and Social Work will provide a range of administrative support to the Human Resources function particularly around the Human Resources Information System, functioning in the system as both Employee Relations Administrator and Timekeeper. The Administrative Assistant– Human Resources and Social Work supports recruiting efforts, onboarding employees, processing benefit forms and tracking sessional instructor contracts. The Administrative Assistant also provides administrative support to faculty at the Waldron Building campus (both core faculty and on-campus sessional instructors) and is responsible to support the School of Social Work including the areas of program admissions and field education.

Key responsibilities will include:

- Handle various functions in the HR/Payroll data base UltiPro system including
 - Enter all staffing changes and updates accurately
 - Liaise with The Salvation Army payroll department
 - Provide training to new employees on how to access and use the system
 - Assist managers and timekeepers with UltiPro questions/issues
- Support recruiting efforts by posting jobs, reviewing applications, arranging interviews
- Process group benefit and RRSP forms
- Provide administrative support for onboarding new employees
 - Prepare new employee packages including letter of offer and supporting documents
 - Create employee files and ensure files are formatted for audit
 - Prepare orientation binders
 - Order door signs/name tags. and coordinate obtaining fob/keys, and update key lists
- Work closely with Academic Office and School of Continuing Studies on preparation and tracking of contracts for Sessional Instructors
- Assist in maintaining HR files and records
- Document written procedures for HR processes and assist on HR projects as needed



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Duties for the Vice President Academic and Dean, School of Social Work

- Establish and maintain filing systems required for Social Work Program and respond to routine correspondence
- Facilitate the Social Work admissions process (with Registrar/Admissions) by the creation, distribution, collection and collation of applications, website posting and connecting with applicants and references
- Communicate program requirements and respond to routine requests for Social Work students
- Maintain the Social Work lab schedule and train students on equipment operation
- Maintain Social Work website content (e.g., course information, textbook requirements, instructor bios, etc.) in consultation with the Administrative Coordinator – Academic Office and the Communications Specialist
- Coordinate with Academic Office on changes and updates to the University College Calendar for the Social Work Program
- Research topics and produce reports and manuals as requested by the Director, School of Social Work
- Maintain field education database with student, agency, and supervisor information and troubleshoot database issues for students, supervisors and faculty liaisons (communicate with the data base programmer as needed)
- Identify and track student eligibility for field placement
- Link student files with appropriate field forms at commencement of practicum
- Communicate initial information on field education opportunities to students and communicate with field supervisors in writing and verbally as requested (by Social Work Field Education Coordinator)
- Develop, produce, and distribute field education materials for students and field supervisors
- Maintain and update Field Education course sites in consultation with coordinator
- Assist the Field Education Coordinator in planning the Annual Social Work Field Appreciation Luncheon
- Participate in committees as assigned

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace



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- Post-secondary training in administration and/or Human Resources
- Proficient in Microsoft Office (creation of spreadsheets and presentations and skilled in preparing concise clear written materials) and able to work with a complex database
- Highly organized with strong planning skills to deliver on multiple priorities and deadlines
- Able to maintain confidentiality with discretion and sensitivity
- Demonstrated ability to adapt to changing priorities while maintaining quality and accuracy of work
- Self-disciplined and able to work independently with limited supervision
- 3 years of directly related experience with a solid understanding of the HR function
- Excellent communication skills with a solid ability to build relationships
- Technologically competence to assist/guide students and faculty in the use of databases, online tools, etc.
- Willingness to learn new computer programs
- Possess active listening skills with the ability to practice patience

2. Assets (Preferred Qualifications)

- A solid understanding of The Salvation Army, its values, systems, faith and works is an asset
- Experience in or understanding of post-secondary educational institutions

This is a full-time position with 37.5 hours per week. In addition to the compensation package we also provide a benefits package which includes health, dental and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: boothuc_careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority. Applications will be reviewed as received until November 16, 2020.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open enrollment institution, we welcome students from many different backgrounds, cultures and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice,



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hope and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.