

**Position Job Title:** Human Resources Assistant

**Location:** Squamish, BC

**Reports To:** Manager, Human Resources

## **About Quest University**

*Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.*

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

## **About the Role**

Quest University Canada seeks a part-time (24hrs/week) Human Resources Assistant for a maternity leave contract starting in December 2021 until November 25, 2022. The Assistant will be responsible for a broad range of human resources administrative duties and support in areas such as data base and records; communication tools and resources; benefits; onboarding and training; occupational health and safety; policies and procedures; and employee engagement initiatives. The Human Resources Assistant serves as a resource for employees and contributes to the attainment of specific goals and results of the human resources office and overall Quest strategic goals.

## **Qualifications**

- Post-secondary education in human resources, business administration or other related field.
- A minimum 1-2 years human resources or related experience.
- Clear, precise and effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Ability to exercise discretion, use independent judgment, and maintain confidentiality.
- Effective and engaging training and presentation skills.
- Strong ability in Microsoft Office and experience with human resources databases and HRIS systems (e.g. Payworks).

- Experience with Occupational Health & Safety and coordinating claims with WorkSafeBC considered an asset.
- Knowledge processing work permits considered an asset.
- Excellent time management skills and demonstrated ability to meet deadlines in an organized manner.
- Familiarity with resume databases, online communities, and social media recruiting.
- An awareness and knowledge of Quest University Canada.

### **To Apply**

Candidates are asked to email the following documents in PDF format to [human.resources@questu.ca](mailto:human.resources@questu.ca) .

- A full curriculum vitae detailing qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the 'Qualifications' section of the job profile, why the appointment is of interest, and what they believe they can bring to the role.
- Names of references and evidence of credentials will only be requested at the end of the recruitment process.

**Closing Date:** November 22, 2021

**Start Date:** December 2021

Quest University is committed to equity and diversity in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.

Please note, COVID-19 vaccines are required for all students, faculty and staff on campus. Proof of vaccination status will be requested on your first day of employment.