



## EMPLOYMENT OPPORTUNITY

### Administration Technician, Human Resources

#### ABOUT MARIANOPOLIS COLLEGE

A private English-language college, Marianopolis College is recognized as one of Quebec's leading post-secondary colleges, specializing in pre-university education for about 2,000 students in a close-knit, student-centered community.

Since the Congrégation de Notre-Dame founded the College in 1908, Marianopolis has educated generations of motivated young people from all backgrounds who have helped transform Montreal and the world. A stepping stone to the world's top universities, Marianopolis is proud of its well-earned century-old track record of peerless educational excellence and of its unparalleled ability to consistently graduate students on time and have some 90 percent of them gain acceptance to their first-choice school, many of them in their first-choice program.

Today, Marianopolis continues to foster a shared vision of education as transformative and liberating by remaining a unique community where learning and teaching occur in mutual respect in the classroom and beyond. Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of Quebec's top pre-university colleges.

<b>Title:</b>	Administration Technician, Human Resources
<b>Reporting to:</b>	Director of Human Resources
<b>Classification:</b>	Administration Technician
<b>Category:</b>	Support Staff
<b>Status:</b>	Full-time, Replacement Contract
<b>Working Hours:</b>	Weekdays, 35 hours - 9:00 am to 5:00 pm
<b>Hourly Rate:</b>	\$22.23 to \$29.05
<b>Contract Dates:</b>	June 3, 2019 to June 26, 2020 with (possibility of extension)

#### NATURE AND SCOPE

The Administration Technician, Human Resources is responsible for providing administrative support to the Director and the Department of Human Resources.

#### RESPONSIBILITIES

##### Recruiting and Hiring

- Organizes and maintains the CV bank
- Prepares all internal and external job postings, hiring packages and schedules interviews
- Compiles transcripts and employment documentation necessary to support the classification of faculty and staff
- Issues faculty and staff contracts, and ensures timely signing by employees



## **Benefits**

- Processes enrolments, modifications and deletions to the Group Benefits Plan, communicates with benefits suppliers to ensure the accuracy of records, and resolves any outstanding issues in a timely manner
- Processes short-term and long-term disability claims and work accident cases submitted to the CSST; determines appropriate courses of action on a case-by-case basis and advises management
- Counsels employees on an individual basis on their benefits (group insurance, parental leaves, unpaid leaves, etc.); responds to employee inquiries and resolves issues
- Maintains retiree insurance files, databases and address lists
- Invoices retirees and communicates new premium rates annually
- Acts as first point of reference on all retiree questions and issues related to insurance matters

## **Pension Plan**

- Informs and assists employees and retirees with all retirement issues and various Retraite Québec programs (i.e. pension requests, buybacks, pension transfers, etc.) Prepares gradual and progressive retirement contracts for signature

## **Operations**

- Enters data into the HR/Payroll system for newly hired employees and changes in working conditions, and ensures that the documentation is complete
- Informs administrative areas of new employees and employee status changes
- Prepares files, forms, documents, and information packages as required
- Prepares confirmation letters (leaves, employment, insurance coverage, etc.)
- Assists with day to day operations of the Human Resources department, and provides general administrative support
- Fulfills other duties as required

## **PROFESSIONAL ATTRIBUTES**

- Resourceful, autonomous; highly structured and organized, with ability to meet deadlines
- Interpersonal skills and ability to maintain a high level of discretion and confidentiality
- Strong analytical skills and attention to detail
- Ability to conduct interactions with colleagues with courtesy, diplomacy, and empathy



## QUALIFICATIONS

- Diploma of college studies (DEC) in an appropriate discipline related to the position
- A minimum of three years' experience in an administrative support capacity in a Human Resources Department
- Experience in a higher education environment (College/Cegep) is an asset
- Excellent communication skills, both oral and written English and French
- Proficiency with Microsoft Office
- Experience with HR systems/databases (ex: COBA) is an asset

## APPLICATION

Marianopolis College subscribes to the principles of equal access to employment, and encourages all qualified candidates to apply. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your DEC (incomplete applications will not be considered) no later than **5 pm on Tuesday, May 21, 2019** by e-mail to [careers@marianopolis.edu](mailto:careers@marianopolis.edu)