

HR & Operations Assistant – Job Ad

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

Reporting to Senior Manager, HR and Operations, the HR & Operations Assistant provides human resource and overall operations support for the successful operations of the Allard School of Law.

The HR & Operations Assistant provides human resource and Workday support for Adjunct Professors, Visiting Scholars, Student Workers, Post-Doctoral Fellows and Research Associates, at the Allard School of Law. This position provides operations support, including Reception back up coverage, to ensure the successful day-to-day operations of the Allard School of Law. The incumbent will work closely with the Coordinator, HR & Operations, and the Senior Manager, HR & Operations for the successful interpretation of UBC human resource policies.

Organizational Status

Reports to the Senior Manager, HR & Operations and works closely with Coordinator, HR & Operations. Receives direction and tasks from both the Senior Manager, HR & Operations and Coordinator, HR & Operations. Works as part of the Administrative support team at Allard, working particularly closely with Reception, and the Admin Assistant, Faculty, Associate Deans, and Adjunct Support.

Work Performed

Human Resources

- Provides front line support for day-to-day human resources activities for Student Workers, Adjuncts, Visiting Scholars, Research Associate and Post-Doctoral Fellows to ensure compliance with UBC policies and procedures.
- Responsible for the Adjunct Workday processing for each academic year. Collaborates with the Admin Assistant, Faculty, Associate Deans, and Adjunct Support, in prepares Adjunct offer letters and ensuring hiring complies with UBC policies, procedures, and guidelines. Resolves any issues with the Coordinator, HR & Operations as needed.
- Responsible for the HR component of the Allard School of Law's Visiting Scholar Program, as well as Post-Doctoral Fellows and Research Associates. Under the supervision of the Coordinator, HR & Operations, helps to completes necessary immigration procedures, and letters of offer letters for Visiting Scholars. Ensures compliance with immigration and UBC hiring policies and procedures with the partnership of the Coordinator, HR & Operations.

- Responsible for the full scope HR process for all Student worker appointments, from the initial request to hire, to full Workday hiring, and onboarding. Ensures the process in compliance with UBC HR procedures and standards.
- Coordinates the on/off-boarding process for all Adjuncts, Visiting Scholars, Student Workers, Postdoctoral Fellows and Research Associates. Supports the Coordinator, HR & Operations to ensure effective on/offboarding processes for all Staff and Faculty
- Maintains internal HR records for the Law School. Supports all HR reporting procedures, under the supervision of the Senior Manager, HR & Operations.
- Monitors multiple email accounts and responds to inquiries regarding hiring, payroll, and general employee related questions. Resolves moderately complex issues; escalates to Coordinator HR & Operations as needed.
- Supports with administrative aspects of the Faculty appoint process: post job ads; receives and reviews applications; maintains candidate recruitment files.
- Provides HR support for staff recruitment, including posting job ads in Workday and elsewhere, compiling applicant information for hiring managers, coordinating interview times with manager and candidates.
- Manages other HR duties as delegated by the Senior Manager, HR & Operations or Coordinator HR & Operations; provides HR coverage for the Allard School of Law in the Coordinator's absence.

Faculty Operations Support

- Provides back up coverage to the Reception desk, ensuring all duties related to the Reception desk are carried out in the Receptionist's absence.
- May be required to answers day-to-day responses of operational and facilities management issues. Addresses concerns in a timely fashion, investigating issues and solves day to day problems in conjunction with the Receptionist and the Coordinator, HR & Operations.
- May supports the administration of Plan-on.
- Assists Administration department on the ground office moves to ensure efficient and supportive space for faculty and staff, working with the Senior Manager, HR & Operations.
- Collects and reviews monthly safety inspections completed by Floor Wardens. Escalates safety concerns to the Senior Manager, HR & operations. Serves as a floor warden.

Oversees other operations duties as delegated by the Senior Manager, HR & Operations and provides coverage for Coordinator, HR & Operations.

Consequence of Error/Judgement

This position must exercise strong judgment, discretion and a high level of attention to detail. The incumbent must ensure the integrity, confidentiality and security of all faculty, staff and student records. The impact of error(s) regarding human resource activities could result in faculty or staff payroll problems, grievances, legal violations and/or actions, misclassifications of

position and result in human resource and financial hardship for the Allard School of Law.

Supervision Received

This position reports to the Senior Manager, HR & Operations and receives direction from the Senior Manager and Coordinator, HR & Operations. The incumbent is expected to work under limited supervision and exercise considerable judgment and initiative in all duties and responsibilities.

Supervision Given

May supervise students; and Hiring Solutions staff in the Coordinator, HR & Operations' absence.

Minimum Qualifications

High School graduation, plus two year post secondary diploma, plus four years of related experience, or an equivalent combination of education and experience.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Undergraduate degree or diploma in a relevant discipline. Prior experience in Human Resources and Administration, ideally within a University setting. Knowledge of UBC policies, procedures and systems, including Workday, is preferred. Ability to be thorough, accurate and have a high level of attention to detail. Ability to effectively use Word, Excel, Outlook at an intermediate level. Experience working with HRMS systems is a definite asset

Must possess the following skills:

Effective oral and written communication skills;
Excellent interpersonal skills;
Ability to balance multiple tasks and deadlines;
Ability to exercise tact, discretion and confidentiality;
Ability to work effectively independently and in a team environment;
Ability to provide quality service in a courteous, patient manner;
Ability to make thoughtful, informed and thorough decisions and exercise sound judgment;
Ability to analyze problems, identify key information and issues and effectively resolve issues;
Ability to handle a high volume of work exercising strong organization and time management skills.