

Clerk Human Resources

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The Academic Staff Relations unit within Human Resources provides labour relations, collective agreement administration, academic recruitment and general consulting services relating to the University's academic staff (which includes three bargaining units represented by the Dalhousie Faculty Association, the Canadian Union of Public Employees, and the Public Service Alliance of Canada). Reporting to the Academic Data Coordinator, the Clerk is responsible for providing a variety of administrative support services to the Academic Staff Relations team.

Key Responsibilities:

- Provide administrative support to the Academic Staff Relations unit, including data entry, manual and electronic filing, scanning/photocopying, and creation of general form letters.
- Field and direct telephone and email inquiries from internal clients; open, sort and route mail received by department.
- Assist Academic Data Coordinator with preparation of academic appointment letters.
- Process confidential and time sensitive information pertaining to academic staff appointments, and other pertinent changes.
- Conduct initial review of payroll profile forms for accuracy of information.
- Provide relief coverage for HR reception desk.

Qualifications: Completion of a business/office administrative program (or an equivalent combination of training and experience) is required. Excellent communication, interpersonal skills, and attention to detail required. Must have the ability to multi-task and work both independently and as an effective team player. Organizational skills are essential as well as the ability to set priorities. Proficiency in the MS Office Suite is required, and previous experience in data entry is a significant asset. Knowledge of a university environment would be an asset.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by June 19, 2018 to competition CCS-18001.

Salary Range: \$17.49 - \$21.34 per hour (32.5 hours per week, 29,566 - \$36,056 annually). (C-4)

This position is part of the Confidential Clerical and Secretarial (CCS) employee group.

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity