



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Human Resources Coordinator

Full-time, 1-year term Contract

POSITION SUMMARY

The HR Coordinator supports the overall HR function at King's and is involved in assisting with recruiting, orientation and onboarding new employees, HR data management, payroll and benefit support, safety, and other HR administrative tasks. The HR coordinator works closely with payroll to ensure accuracy of the HRMS software.

This is a temporary 1-year position to assist as a back-up for HR staff during our new software implementation process.

KEY RESPONSIBILITIES

- Oversee new employee orientation programs
- Support recruiting efforts at King's including writing and posting ads, supporting interviews, reference checks and offer letter creation.
- Assist with policy updates, new policy creation and keeping policy files updated
- Assist with data entry into HRMS and maintaining personnel files
- Develop and maintain job descriptions
- Provide back up for payroll functions, benefits, disability and pension administration
- Develop process for Health and safety and support that function as required
- Manage sessional hire process working closely with academic administration
- Update and Develop HR documentation
- Provide administrative support for HR functions
- Support the overall HR vision at King's

QUALIFICATIONS

- Minimum of two years of experience and/or HR post-secondary education required
- Excellent organizational skills and time management required
- Ability to work productively with limited supervision
- Excellent interpersonal skills required, ability to interact with others with compassion and integrity
- Ability to work in a team environment
- Ability to maintain confidentiality is essential
- Develop Knowledge of the University environment from both an academic and administration perspective
- Willingness to embrace new technology and support implementation
- Professing Christian able to sign King's Statement of Faith.

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range for the position is \$49,000-\$60,000/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.