

Human Resources Director

Job Description



commerce
undergraduate
society

Title of Position	Human Resources Director
Portfolio	Presidential Portfolio
Summary	The role of the HR Director encompasses many aspects of OBHR. On the human resources side, work will involve the use of performance management, conflict resolution, training, and recruitment strategies. At the broader level, work will involve a continuous analysis and improvement of the CUS as an organization, provide HR expertise, manage the HR Commission, and provide people-related support.
Time Commitment	Approx. 5-10 hours/week (up to 15 hours per week in February, March and September)
Term of Employment	April 2019 – March 2020 (Transition begins February 2019)
Main Responsibilities	<ul style="list-style-type: none"> ● Forecasting recruitment needs, develop HR strategies, plan recruitment events, and execute the logistical planning of the timeline ● Ensure that all groups in the CUS follow and abide by the Hiring Policy ● Hire and manage a Commission to deliver HR services for the CUS ● Direct the development and execution of various programs including but not limited to: Onboarding, HR Recognition, and Equity Training ● Deliver the performance review system for the CUS Board, Executive Council, and Service Council members ● Provide consultation and mediation to CUS groups in regards to conflicts and sensitive issues ● Continuous analysis and improvement of the hiring policy, recruitment methods, job descriptions, and CUS structure ● Support the planning of Retreat and Transition programming ● Support transition including drafting transition reports as required
Qualifications	<ul style="list-style-type: none"> ● Previous experience and deep specialized knowledge in best practices behind planning and executing end-to-end hiring processes for organizations ● Completion of COHR 303: Strategic Staffing or major in OBHR an asset, but not required ● Ability to train, manage and ensure consistent service delivery among a team of HR Generalists ● Ability to identify training needs and provide skills building workshop to close performance gaps ● Ability to understand causes of team conflict and recommend courses of action to service lines ● Strong judgement skills, task-oriented, detail-oriented, and reliable
Anticipated Learning	The HR Director should expect to gain a hands-on experience in the field of

Outcomes	human resources and organizational consulting. Furthermore, the HR Director may expect opportunities to use and develop skills in the following (but not limited to) areas: <ul style="list-style-type: none">● Recruitment and Selection● Training and Management Development● Performance Management● Training and Development● Conflict Management
Application Process	Submit the following information to hr@cus.ca no later than Saturday, February 9th at 9:00 PM: <ul style="list-style-type: none">● A one-page resume outlining your most relevant experiences● A cover letter addressing the following:<ul style="list-style-type: none">○ Why do you want to be involved in the CUS?○ What is your value added to the HR function in CUS? (vision, ideas, etc)○ Why do you think you would be an excellent candidate for the position?● Any supplemental materials you would like the Hiring Committee to review along with your application <p>Save the document using the naming convention, Position_LASTNAME_Firstname.pdf</p> <p>Interviews will be conducted from February 14-16, 2019. Please indicate in your application if you need alternative arrangements for interview times.</p> <p>Please contact hr@cus.ca if you have any additional questions or concerns.</p>