

POSITION AVAILABLE

HR GENERALIST

FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the SC'IA'NEW Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process in their home countries. They are chosen not only for their academic potential but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

Pearson College UWC is recruiting for an outstanding HR Generalist

Reporting to: Director of Human Resources, Health & Wellness

Position Summary:

The HR Generalist is responsible for managing the full recruitment cycle, coordinating new hire onboarding, and serving as the primary contact for HR-related inquiries. Key responsibilities include handling payroll administration, employee relations, and benefits programs, ensuring compliance with labor laws and regulations. This role also involves maintaining employee records, assisting with drafting and updating company policies, and assisting with OH&S functions. The HR Generalist collaborates with management on training and development initiatives, manages the employee recognition program, and oversees offboarding processes. The role supports a positive work culture and contributes to the College's unionization process and implementation.

Major Responsibilities:

- Manage the full recruitment cycle, including job postings, screening resumes, conducting interviews, and supporting the hiring manager with hiring decisions.
- Coordinate new hire onboarding processes, including paperwork completion, orientation sessions, and training.
- Serve as a point of contact for employee inquiries and concerns, providing guidance and support as needed.
- Assist in resolving employee relations issues through effective communication, investigation, and conflict resolution techniques.
- Support the performance management process by assisting with goal setting, performance evaluations, and feedback sessions.
- Provide coaching and guidance to managers and employees on performance improvement strategies.
- Administer employee benefits programs, including enrollment, changes, and termination of benefits.
- Act as a liaison between employees and benefit providers to resolve issues and ensure accurate processing of benefits-related tasks.
- Assist in the administration of RRSP/Pension programs.
- Ensure compliance with all applicable labor laws and regulations.
- Maintain up-to-date knowledge of HR best practices and industry trends to proactively address compliance issues.
- Draft and update company policies, guidelines, and procedures to ensure compliance with legal requirements and industry standards.
- As a member of the OH&S Committee, assist the Safety Officer with OH&S functions such as risk assessments and incident investigations.
- Maintain accurate employee records and HR databases.
- Prepare HR reports and analytics as needed for management review.
- Handle payroll administration tasks, including processing payroll, maintaining payroll records, and ensuring accuracy of payroll data in conjunction with the Finance Dept.
- Manage the College's employee recognition program to promote a positive work culture.
- Oversee offboarding processes, including conducting exit interviews, facilitating knowledge transfer, and ensuring compliance with exit procedures.

Skills & Experience

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience as an HR Generalist or similar role, with a comprehensive understanding of HR principles and practices. Experience in a unionized environment an asset.
- Strong interpersonal and communication skills, with the ability to effectively interact with employees at all levels of the organization.

- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Proficiency in HRIS systems and MS Office Suite.
- Payroll certification will be considered an asset.
- CPHR certification preferred but not required.

Compensation & Organization

This is a permanent, full-time position of 35 hours per week. Located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC. Salary range is \$65,000 - \$75,000 per annum, plus a comprehensive benefits package that includes four weeks of vacation with additional paid time off during Christmas, extended health & dental coverage, matching RRSP program and on-site meal program. Applications will be accepted until the position is filled and are reviewed daily. Only candidates selected for an interview will be contacted. **Candidates must be eligible to work in Canada and pass a criminal record check.** Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power.

We encourage applications from individuals belonging to minority and/or marginalized groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.