



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwít̓daŋ̓w people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ɣʷεmałkwu (Bute Inlet) First Nations.

EXEMPT

Position:	Human Resources Assistant
Posting Number:	25-EXMPT-002
Term of Employment:	Ongoing
Hours/Day/FTE:	7 hours/day
Wage/Salary:	\$70,440.00 - \$88,050.00
Deadline to Apply:	4:00pm, June 22, 2025

Join Our Team

School District 72 is looking for a **Human Resources Assistant** to join our team of professionals who strive to bring the district's learning beliefs to life.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

About the Role

The Human Resources (HR) Assistant provides confidential administrative support to the Human Resources team and contributes to the efficient operation of the HR Department.

- Supports the Recruitment and Systems Specialist in recruitment activities such as creating and maintaining information on job postings, executing ad plans, tracking and shortlisting applicants, scheduling interviews, administering skills-based testing and conducting reference checks.
- Responsible for preparing and compiling staffing documents and information for annual staffing processes, employee transfers, reassignments, or layoffs.
- Responsible for maintaining employee records in the HRIS, such as demographics, assignments, lay-offs, resignations, retirements, and other status changes.
- Ensures the appropriate and accurate data entries and reconciliations are made in the HRIS and applicable spreadsheets, pulling reports and flagging concerns.
- Maintains various staffing lists for casual and on-call employees.
- Ensures complete accuracy, confidentiality, and compliance with legislation, employment laws, collective agreements, and other District policies/protocols.
- Monitors HR email inbox and takes appropriate action responding to inquiries in a timely manner, escalating complex situations to the appropriate HR team member.
- Assists with preparing and developing HR correspondence such as offer and appointment letters, memos and reports.
- Tracks and processes Criminal Record Checks for staff.

- Works with the HR team to ensure smooth onboarding and offboarding of employees, collecting and ensuring proper documentation and mandatory training is completed and uploaded into the system.
- Tracks performance management, probationary and trial periods and follows-up with managers.
- Troubleshoots between payroll, human resources, school sites and/or necessary departments to navigate and resolve discrepancies. Verifies accuracy of employee status for pay purposes.
- Updates and maintains dates of seniority lists, reconciles changes, providing guidance regarding seniority lists in accordance with collective agreement language.
- Provides a variety of administrative support including arranging meetings, appointments, contracts, general correspondence, minutes, reports and research to Human Resources Officers and Director.
- Responsible for records management processes.
- Coordinates employee surveys, training initiatives, employee events and staff in-service development.
- Assist with planning and supporting employee engagement activities and staff events.
- Assist with special projects and HR initiatives, as assigned.
- Exercise tact and discretion in processing confidential materials.
- Prepare, maintain, process a variety of records, files and databases
- Other duties as assigned.

Bring your Expertise

- A two-year diploma or certificate program from a recognized institution, with a focus on Human Resources; or an equivalent combinations of skills and Human Resources-related experience.
- Two years of experience in Human Resources or related office environment.
- Experience working in a unionized environment is an asset.
- Strong technical proficiencies with Human Resources Information Systems (HRIS) and with other computer programs including Microsoft Word, Excel, PowerPoint, Canva, and Outlook.
- Strong interpersonal skills with the adept ability to connect with varying audiences.
- Ability to handle a high volume of detailed administrative work quickly and accurately.
- Ability to set priorities and to meet deadlines while handling a high volume of interruptions.
- Ability to handle confidential and sensitive material in an appropriate manner.
- Ability to work independently, think critically and creatively, and solve complex issues.
- Flexible self-starter with excellent planning and organizational skills.
- Excellent organizational skills with attention to detail.
- Proven ability to plan and follow up on projects ensuring that all projects are completed in a timely manner and in accordance with established policies.
- Strong understanding of customer service delivery.
- Strong communication and interpersonal skills, both orally and in written form.
- Willingness to work as a team member to assist with all routine duties in the Human Resources Department.
- Results oriented with the ability to meet deadlines and thrive in a fast-paced team environment.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

Join Our Community

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis.

Experience the Benefits of SD72

- Professional development and growth opportunities.
- The opportunity to grow your career in a small district.
- Progressive leadership team.
- Positive collegial culture with a great sense of community.

Employees are eligible for extended health and dental benefits, life insurance, and participation in a pension program along with competitive vacation and sick day entitlements.

Employment Equity

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

How to Apply

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check.

Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).