



Recruitment Assistant (2 Positions) (HRA 41482)

Employee Recruitment

Human Resources

Location: London

Employment Group: Admin

Type of Position: Full-time

Salary Range: \$60,804 to \$76,008 per year

Closing Date: July 25, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Hybrid Work Schedule: Weekly time in the office is required within a hybrid schedule.

Note: These are full-time Administrative positions (37.5 hours per week).

Note: These positions will be located at 1299 Oxford Street East, London, Ontario

Duties: Reporting to the Senior Manager, Employee Recruitment, the Recruitment Assistant provides administrative support to non-full-time (NFT) hiring within an assigned portfolio including ensuring staffing needs are met. This includes posting positions, conducting reference checks and ensuring systematic collection, analysis and tracking of required recruitment documentation. This position supports contract generation for non-full-time positions. The incumbent is responsible for customer service and communication on a range of recruitment enquiries for the recruitment team and escalates matters when necessary.

QUALIFICATIONS

- Post-secondary 3-year diploma/degree in Human Resources, Business, Social Sciences or a related field
- Minimum 1-year experience in a Human Resources role including recruitment experience; unionized experience is preferred
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Experience with Applicant Tracking System (ATS) and MS Office required
- Experience managing multiple priorities with challenging deadlines; organizational and time management skills
- Records, data and information management – HRIS experience
- Effective interpersonal and communication skills
- Strong attention to detail is required
- CHRP designation preferred

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.