

Position title: Assistant Director, People and Culture
Department: People and Culture
Classification: \$74,337 - \$99,117

Founded in 1839, Mount Allison University attracts some of the most talented and creative minds from across the country and around the world to Sackville, New Brunswick. The University has been ranked Canada's #1 undergraduate university by Maclean's Magazine more times than any other university, a record that reflects the combined efforts of faculty, students, and staff. We are pleased to offer our employees a comprehensive total rewards package that starts on the first day of employment.

We are currently seeking an **Assistant Director, People and Culture** to join our team.

Reporting to the Director, People and Culture, the **Assistant Director, People and Culture** provides consultative and support services to the organization in a broad range of HR functional areas working both strategically and tactically, and serves as a back up to the Director in their absence. With a primary emphasis on initiatives that advance the University's goals in respect to building an inclusive and respectful workplace culture, labour & employee relations, and recruitment and retention, the Assistant Director advises and supports management to help ensure sound and sustainable decisions, and provides general consulting services to employees on a variety of people-related issues. This position is also involved with training and development activities, development and implementation of employee policies & programs, as well as organizational development initiatives, and provides effective and engaging leadership to a consultant. To some extent, this role may be shaped around the experience and strengths of the successful candidate.

As the ideal candidate, you are a HR generalist with CPHR designation and a minimum of 7-10 years progressive, broad work experience, in a busy and preferably unionized environment. You are committed to advancing employee engagement and sense of belonging, and are passionate about providing high quality, timely, and proactive communication and support to managers and employees. You are known for your integrity and ability to handle sensitive situations with empathy and professionalism, as much as for your analytical and problem-solving abilities. You thrive on tackling ambitious goals while also enjoying camaraderie with the colleagues on your team. You are self-motivated, results oriented, well organized, and have a keen eye for detail. You also have the interpersonal skills and ability to build the strong relationships necessary to succeed and will be able to identify and implement new and creative approaches to enhance services or improve efficiencies in support of the University's and the Department's strategic goals.

You can access the full position description [here](#).

Essential Qualifications:

- Bachelor's degree, preferably with major in HR or Business Administration, and CPHR certification
- Certificate in Equity, Diversity and Inclusion, or equivalent work/life experience
- Minimum of 7-10 years progressive, broad experience in applying HR policies, processes, and collective agreements
- Demonstrated ability to build solid, productive working relationships with ability to manage difficult and sensitive situations as required and with a high respect for confidentiality
- Effective communication, presentation, analytical and decision-making skills with ability to identify change opportunities and develop and implement effective alternatives

- Strong project management skills and ability to plan and work proactively and work under pressure and with tight deadlines

Mount Allison acknowledges that it is located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq. Mount Allison's relationship and privilege to live on this territory was agreed upon in the Peace and Friendship Treaties of 1752. Because of this treaty relationship it is to be acknowledged that members of the Mount Allison community are all Treaty people and have a responsibility to respect this territory.

Mount Allison is committed to diversity, inclusivity, and accessibility. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community. It takes a diverse group of competent and engaged people to make our community as successful as it is.

Our total rewards package for this position includes summer hours between Victoria Day and Labour Day, 20 days of accumulated vacation per year, numerous paid holidays, as well as a paid holiday break during the University's closure from late December until early January each year, competitive health, dental and travel insurance, life insurance, short and long term disability benefits, maternity and parental leave top-ups, a defined benefit pension plan, tuition fee discount (for you and your immediate family), a tax free savings account, gym membership discounts, and free parking!

If you are interested in the challenges and opportunities that this position has to offer, please forward your resume and cover letter in one pdf file, including confirmation of your eligibility to work in Canada, to: People and Culture Department, Mount Allison University, 65 York St., Sackville, NB E4L 1E4 Fax: (506) 364-2385, [e-mail: hr@mta.ca](mailto:hr@mta.ca) Review of applications will commence on March 13, 2023 and will continue until the position is filled.

Visit our website at www.mta.ca/employment for other employment opportunities at Mount Allison University, or to register to receive e-mail notification of new opportunities.

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