

Staffing Advisor

Human Resources

Brandon, MB

Full-time, Regular

Competition #30-22/23

Salary: \$63,699 to \$81,307 annually

Classification: out of scope

Assiniboine Community College strives to create *Exceptional Learning Experiences* for students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

The labour market is more competitive than ever and we need someone who can help us market our positions, assess candidates and onboard staff to become long-term ambassadors of Assiniboine Community College. This newly created position will help us find new and creative ways to market our jobs to ensure we are attracting the best talent. The Staffing Advisor will assess applicants' fit throughout the hiring process, lead the college's onboarding initiatives, and provide ongoing support and advice to hiring managers.

Be Passionate.

You will be passionate about all facets of staffing including marketing, assessing candidates and onboarding staff. Your marketing and networking skills will help you cast a wide net to attract and maintain contacts that are interested in working at Assiniboine. You will assess all candidates via background/reference checks to ensure candidates align with our culture and are poised to become long-term ambassadors of the college and contribute to a positive work environment. You will be keen to help managers get employees off to the best start with well-rounded organizational and departmental onboarding plans.

Take Initiative.

The ideal candidate will be a self-starter and require little direction to accomplish the priorities of this role. You will work closely with hiring managers across the college, advising on the staffing processes and procedures that lead to successful hires and onboarding of new team members. You will help Assiniboine meet our strategic goals and initiatives by ensuring equity, diversity and inclusion practices are woven into our staffing practices.

Deliver Results.

Your relevant education and experience in human resources, marketing, sales, and business have prepared you for this exciting opportunity. You will have a proven track record working with leadership and providing innovative solutions for challenging problems. You have worked closely with managers, providing advice and guidance on organizational initiatives such as recruitment, onboarding, and/or training and development. This position requires a professional with proficient computer skills who can establish and maintain good working relationships with all levels of management and staff, the union, external organizations and the public. The ability to travel to all campuses will be required.

If this role sounds like a perfect fit, please send your resume to careers@assiniboine.net. This competition will remain open until filled.

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promotes full participation to ensure dignity, respect, and equal access for all employees.

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email careers@assiniboine.net.

Requests for accommodations can be made at any point during the recruitment process through the same contacts.

We thank you for your interest. Those selected for further consideration will be contacted.