

Human Resources Generalist

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Human Resources Generalist, you play a vital role in supporting the day-to-day operations of the Human Resources department at CMU. You provide comprehensive support across multiple HR functions including recruitment, onboarding, total compensation, workplace safety, health and wellness, policy compliance, employee and labour relations, and learning and development. In this role, you actively contribute to fostering a welcoming, inclusive, and supportive environment that reflects CMU's mission of service, leadership, and reconciliation.

KEY AREAS OF RESPONSIBILITY

Recruitment & Onboarding

- Lead the recruitment process for staff positions including development of job postings, sourcing candidates, candidate screenings, participation in the interview process, development of interview questions, and selection process.
- Oversee onboarding and orientation of new hires including documentation, benefits enrollment, policy and procedure reviews, and coordination of welcome coffees.
- Prepare employment agreements and support the Director of Human Resources in updating agreements to ensure institutional alignment and legislative compliance.
- Foster positive and collaborative relationships with faculty and staff and serve as an accessible resource and approachable advocate, committed to promoting positive working relationships across the university.

Benefits & Compensation

- Act as the point person for benefit inquiries and manage benefit administration including processing enrollments, terminations, and maintaining accurate records.
- Work closely with Payroll to communicate employment changes, ensuring timely and accurate processing of updates.
- Alongside payroll, process mass annual salary updates in HRIS system (Avanti) and employee benefit profiles.
- Assist in the administration of compensation structures and benefit plan reviews, ensuring institutional alignment.
- Assist and act as a backup to the Payroll & Benefits Administrator in administering payroll as necessary.

Policy & Compliance

- Support the Director of HR in drafting, updating, and implementing HR-related policies and procedures to ensure institutional consistency and compliance.
- Work closely with the Workplace Safety, Health, and Wellness Committee to track and record First Aid Certification, schedule training as required; monitor, track and order first aid kit supplies; and participate in committee initiatives and programs.
- Support the Director of Human Resources in developing and implementing respective training opportunities for employees.
- Maintain employee personnel files and records in accordance with privacy and legal regulations.
- Track and manage employee work permits, ensure current and proper documentation is on file.

Administration

- Process Human Resources related paperwork and forms; support the Director of Human Resources in the creation and maintenance of HR related forms, templates, and letters.
- Oversee end of employment paperwork, ensuring timely completion for payroll, conduct exit interviews, and coordinate farewell coffees.
- Review and complete Tuition Scholarship Benefit forms.
- Update the Human Resources Intranet, ensuring up-to-date and relevant information, resources, policies, procedures, and forms.
- Maintain up-to-date job descriptions.
- Administer the background check process and applications for the required positions.

WORKING CONDITIONS

This position works with standard office equipment and sits for periods of time performing keyboarding activities. The Human Resources Generalist position works in a fast-past environment and will experience frequent interruptions, requiring the flexibility to shift focus and re-prioritize.

WHAT YOU OFFER

- Commitment to the mission of CMU, and to its service in church and society.
- Post-secondary education in Human Resources; a combination of education and experience may be considered.
- At least two (2) years experience working in Human Resources, preferably in an education setting.
- Knowledge of employment legislation, Human Resources best practices, and regulations.
- Approachable and positive team player.
- Active listener with strong interpersonal skills.
- Proven ability to build positive relationships with all levels of employees.
- Proficient in Microsoft Office Suite.
- Excellent initiative, self-motivation, and the ability to work independently.
- Sound organizational and communication skills.
- Keen attention to detail, time management, and decision-making skills.
- Ability to maintain confidentiality and demonstrate a high level of professional conduct and discretion.
- Experienced with HRIS/HRMS software an asset.
- Experience with payroll and benefit administration an asset.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If accommodations are needed, please send your request to hrdirector@cmu.ca.