



Position: People and Culture (P&C) Student Assistant

WHAT WE STAND FOR

The Mohawk Students' Association exists to ensure all Mohawk Students achieve personal success in their college experience and beyond. We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice so they can achieve personal success in their college experience and beyond.

Led by the Executive Director and an elected Student Board of Directors (BOD), we are a Non-Profit Organization that supports students through our Areas of Focus:

- Advocacy & Leadership
- Engagement & Support
- Sustainability & Operations

While we are a separate organization from Mohawk College, we work collaboratively with the college to reach our goals.

MY MSA TEAM

We live our values to ensure we achieve our **Student Driven** Vision and Mission. **In This Together**, we collaborate in transformative ways within and beyond our departments, helping wherever we are needed. We **Believe it's Possible** by focusing on outcomes rather than outputs. We prioritize **Foster Belonging**, where all staff members feel purposeful and supported as their authentic selves. And we share and learn through the power of **Storytelling**.

MY PEOPLE AND CULTURE TEAM

The People and Culture team ensures that MSA Staff and Board members have the tools, supports, and skills to achieve our Vision and Mission. We are an inclusive and transformational group, ensuring that staff feel like they are purposeful, are thriving and belong. We focus on our values, championing equity, diversity, and inclusion, to create a safe space for people to be their authentic self.

OUR VALUES



Student Driven:

We are passionate about Mohawk Students and all our efforts are devoted to enhancing their experiences.



In This Together:

Collaboration built on trust across the Mohawk community is essential to ensure every student interaction matters.



Believe it's Possible:

Fueled by outcomes and insight, we strive to find solutions for how we can meet the evolving needs of students.



Foster Belonging:

We connect the Mohawk Community to ensure everyone feels invited, welcomed, and included as their authentic self.



Storytelling:

We strive to tell, share, and learn from stories in meaningful ways.



WHAT YOU DO

The People and Culture Student is responsible for assisting the coordination of the HR administration, processes, and initiatives across all departments, including payroll, full-cycle recruitment, training and development, compensation and benefits, and health and safety support. You work collaboratively with other department to ensure organizational and departmental strategies are met and supported.

What Success Looks Like in This Role:

You love setting others up for success and seeing them rise by prioritizing staff getting what they need, when they need it, in a meaningful way through understanding the staff / student-life cycle at all campuses, partner locations, and virtually. You continually hear and learn about the staff experience and adjust what we do to meet their needs. You support a team of staff to excel in their interactions and service delivery to students. You act as a collaborator, and a connector, working together with the MSA staff. You know your HR principles and the People and Culture competencies to support the overall culture of the MSA. You move fast while keeping your attention to detail, and you tap into your problem-solving skills to support people before systems.

Primary Accountabilities:

- Provide support to assist P&C administration and payroll requests.
- Supports the organization's work culture and promotes employee sense of belonging.
- Supports the P&C team and hiring managers to execute the talent acquisition process.
- Helps to reviews, analyzes, and interprets related reports, policies, and processes to support legal compliance.

HOW YOU DO IT

Responsibilities:

HR Administration

- Assist P&C to prepare, and track required employee documentation.
- Supports the Work Culture committees to coordinate engagement activities, initiatives, and events.

MSA VISION

All Mohawk Students achieve personal success in their college experience and beyond.

MSA MISSION

We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice.

JOB DESCRIPTION

Reports To:

People and Culture Specialist

Department:

People and Culture

Classification:

Part-time

Pay Band:

\$17.00 per hour



- Supports the P&C Culture Specialist to coordinate staff meetings, conferences, and training workshops.
- Assist P&C to support employees and managers by providing and interpreting HR policies and processes.
- Understand the compensation and benefits – tracking, perks, reimbursements, etc.

Recruitment and Onboarding

- Assist the administration of full cycle recruitment.
- Support research, prepare, and analyze recruitment statistics.

Training

- Assists the P&C team in development and coordination of training programs.
- Assists with job-specific training checklists.
- Assist the People and Culture team with development and maintenance of organization-wide new hire orientation program.

Health and Safety

- Supports administration for Health and Safety meetings, including recording and sharing minutes for the JHSC, attending periodic Health and Safety inspections, recording observations and reporting hazards on Health and Safety Inspection report, and distributing reports in compliance with the OHSA.
- Learn about compliance for mandatory Health and Safety training.
- Learn how to input training hours into tracking system.

Payroll Responsibilities

- Gain insight on and contribute to:
- The administration and processing of biweekly payroll in an accurate and timely manner.
- How P&C compiles, files and stores all payroll documentation.
- The process, administration of the CAAT Pension Plan

What you Need in Education, Experience and Training for your Department:

- Currently enrolled in a Mohawk College program (open to all students). Preference to HR Program
- In good standing with the College (60% minimum grade average).
- Legally eligible to work in Canada.
- HR Competencies
- Lens to support equity, diversity, and inclusion.

EQUITY, DIVERSITY, AND INCLUSION

Equity and Diversity are core MSA values engrained in the work that we do to support Mohawk students.

The MSA believes the commitment to our values of equity, diversity, and inclusion requires continuous care. It's about fostering a culture of open-mindedness, compassion, and inclusiveness among individuals and groups, where leadership is made up of different people with diverse perspectives.

The MSA is actively building a community where everyone is encouraged and celebrated to be themselves and whose members have diverse cultures, backgrounds, and life experiences in order to challenge and dismantle systemic oppression.



What Knowledge, Skills, and Attitudes that you require:

- Proficiency in a digital environment.
- Pride in customer service, with a focus on service excellence.
- Ability to adapt to a fast paced and ever-changing environment.
- Passion for working for and with post-secondary students.
- Effective communication and interpersonal skills.
- Good organizational and multi-tasking skills.
- Ability to work with sensitive and confidential information.
- Ability to work independently with minimal guidance.
- Positive energy and attitude.

Physical Demands/Work Environment

- Standard work hours are 0-15 hours per week. This may include evenings and weekends occasionally.
- Able to sit for prolonged periods.

HOW WE SUPPORT YOU

This position is entitled to the following comprehensive compensation package:

- Employee and Family Assistance Program (EFAP). EMPOWER ME.
- Option to enroll in the CAAT Defined Benefit Pension Plan.
- Staff Wellbeing Initiatives.
- Celebrate an Individual's Authentic Self.
- Work Culture that prioritizes that staff have a voice, feel a sense of belonging, and have fun together.

EQUITY, DIVERSITY, AND INCLUSION

The MSA seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially seeks applications from indigenous (First Nations, Métis, or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

ACCESSIBILITY

As part of our commitment to accessibility for all persons with disabilities. The MSA will, upon the request of the employee, provide accommodation.

Should you require accommodation at any point during your employment with the MSA please contact People and Culture at msarecruit@mohawkcollege.ca.



How to Apply:

To apply, please send your resume and cover letter to emalie.gunness-maraj@mohawkcollege.ca

- Please include in the subject line of the email the title People and Culture Student Assistant at the Fennell Campus, your last name first and then your first name.

If you have questions regarding the hiring process for the position or require accommodation in the interview process, please reach out to msarecruit@mohawkcollege.ca.

We will be accepting applications until Sept. 30, 2022, or until the position is filled. The expected start date is October 17, 2022.