

## Human Resources Coordinator

This position, as are all those in MIAB, is unpaid. It may be full- or part-time and will involve 300 hours of work. Weekly hours are negotiable above 10, average is 15-20. A coop permit is not required. The successful applicant will register in FACC6850 immediately upon confirmation of appointment. The deadline is noon on Friday 26 April 2024 or until the position is filled. This position includes non-voting membership of the MIAB Board. Applications should be sent to [miabhr@yorku.ca](mailto:miabhr@yorku.ca) and copied to [miabceo@yorku.ca](mailto:miabceo@yorku.ca).

The Human Resources (HR) Coordinator is responsible to build and maintain working relationships within MIAB and assist in the coordination of its operations. You will be responsible for the human resources function within MIAB including staffing of all working groups, boards, and committees. Records will need to be updated to properly track MIAB's human resources as a basis for its continued growth and proper succession planning. Work will be required on recruiting, work-scheduling, timing of meetings and processing of assessing and fulfilling our human resources needs.

To succeed in this role, you must be an excellent communicator, and able to connect and maintain effective relationships with fellow students, professors, employers, and alumni who serve on our working groups. We also expect you to be an energetic, strategic thinker with an analytical mind and excellent organizational skills.

### **Job description:**

1. Be the main staff support and administer the work of the HR Working Group (HRWG).
2. Be the main staff support and administer the Award Committee, prepare the nomination of Outstanding Contribution Awards and Employee of the Month Awards. And prepare the certificates accordingly.

3. Attend frequent meetings of the Internship Working Group (IntWG) and Admin & Communication Working Group (ACWG).
4. Attend the emails meeting with Professors Paul and Taslima.
5. Attend other working groups and boards as and when required or useful.
6. Update MIAB's human resources records in collaboration with the MIAB Chair.
7. Monitor time and tickets of coordinators.
8. Serve as a backup to other members of ACWG and IntWG as and when required.
9. Must attend all career skills sessions and programs organized by MIAB (not including Book Club, IIA, Student Society and other non MIAB events).
10. Participate in recruitment, health and safety protocols, obligation agreements, employee relations, confidentiality agreements and other human resources tasks.
11. Chair the interview panel for selection of new coordinators.
12. Prepare reports and newsletter contributions in connection with the work of the HRWG.

13. Review, revise and prepare as appropriate for approval the job descriptions for all positions within the organization.
  
14. Be a non-voting member of the MIAB Board and attend its meetings.
  
15. Monitor updating of MIAB organization charts, job descriptions, training documents and strategy documents.
  
16. Attend at least one Communication/Language Skills session.
  
17. Back up other coordinators as and when required.

Note (\*) –This job description may be changed by mutual agreement. Also, MIAB staff may be required to change roles during their internship.

**Competencies and qualifications:**

- Self-starter with ability to manage and organize events
- Excellent written and oral communication skills
- Excellent relationship management skills
- Aptitude for fostering positive relationships
- Teamwork and collaborative skills
- Knowledge of the MFAC program
- Computer skills: Excel, PowerPoint, and Word.

Prepared by Shanji Gao Mon13Feb23

Reviewed by C Wed22Feb23

Revised by AJ/TS/PE Tue5Mar24

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