



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Total Compensation Assistant

Job ID	372820-1-6529	
Web Address	https://careers.indigenous.link/viewjob?jobname=372820-1-6529	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-03-30	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team We are a team of human resources experts and innovators who contribute to the achievement of Toronto Metropolitan University's strategic priorities. We create a workplace culture that puts people first. We partner with each other and the TMU community to create and deliver outstanding practical and strategic human resources solutions, programs and services. At TMU, compensation extends beyond just a monetary amount. The Total Compensation team within the HR group works to ensure the internal equity and external competitiveness of TMU's total compensation package by providing advice and assistance on a wide range of compensation topics including salary, recognition and awards and organizational structure. You can find out more about our people's first philosophy and values by reading about who we are and what we do.

The Opportunity

Are you looking to be a part of a #bold HR Partnership team? Are you a dedicated HR professional who is passionate about equity, diversity and inclusion? If so, we have just the right opportunity for you. As a Total Compensation Assistant, you will support the work of the Total Compensation unit by providing administrative and research support for the job evaluation and compensation functions, and ongoing projects. Additional responsibilities will include:

- Maintaining job evaluation database records for evaluated positions, ensuring data integrity. Conducting audit of all position records and determining appropriate corrective action.
- Setting up and maintaining position records in HRMS as assigned by the Specialists for specific client departments
- Assisting Job Evaluation/Compensation Specialists with their research projects by collecting information & encoding research data in a meaningful report format.
- Working with the HR Client Services and Payroll units to audit relevant position, salary, pension and benefits data.
- Assisting the Project Manager and the project leads in the HR Transformation projects
- Participating in the recruitment of work-study students, and facilitates the onboarding process

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of post-secondary diploma in a business, human resources or in a related field is required. An equivalent combination of education and experience may be considered
- A minimum of one (1) year experience providing administrative support and handling confidential information, preferably in a human resources department.
- Good working knowledge of Google Suite, Microsoft Office, and HR Information System navigation
- Excellent communication skills (oral and written);
- Good decision-making and problem-solving skills;
- Administrative and organizational skills with strong attention to detail.
- Customer focused

Additional Information

Position Number(s) 20003082
Reports To Manager, Total Compensation
Vacancy Type TERM
Employee Group MAC

Work Location Minimum of 1 day / week on site

Start Date ASAP

End Date 12 months after start date

Hours of Work 36.25

Grade and Step B22

Salary Scale \$46,238 to \$69,357

Application Close Date April 11, 2023

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Total Compensation Assistant