

Posting #25-060EM

HR Coordinator – Talent Acquisition Shared Services Regular, Full-time

Purpose

The University of Northern British Columbia (UNBC) has an exciting opportunity for a recruitment professional to join our Talent Acquisition team in Prince George. The Human Resources Talent Acquisition Coordinator (HRTAC) will be part of a growing recruitment team focused on ongoing strategy and planning to support the University's goal of attracting and retaining highly skilled individuals across a variety of positions.

Reporting to the Lead, Talent Acquisition, the HRTAC will support the acquisition of talent for staff in both union and non-union portfolios. The HRTAC is responsible for candidate engagement throughout the entire hiring cycle including job posting management, sourcing, conducting and scheduling interviews, ensuring process is followed, extending offers, and completing necessary paperwork and processes to onboard new hires while proactively working to ensure UNBC builds a diverse workforce. The HRTAC will also assist in the development and sourcing of recruitment tools and systems, with a focus on improving the candidate experience and metrics.

Responsibilities

Duties include but are not limited to:

- Administering full cycle recruitment for requisitions including job postings, sourcing and resume review, pre-screening, and interviews;
- Developing a deep understanding of UNBC's talent needs across different employee groups and departments;
- Building and maintaining collaborative relationships with hiring managers to understand their hiring needs while providing expertise on market trends and providing hiring recommendations;
- Engaging in candidate prescreening to evaluate qualifications, providing feedback and recommendations to hiring managers regarding next steps;
- Creating recruitment plans and customized sourcing strategies to strategically and proactively meet departmental recruitment needs;
- Leading positive candidate experiences throughout the entire recruitment process, fostering strong relationships with pools of qualified active and passive candidates to pull from as new positions become available;
- Working collaboratively with other HR subject matter experts to ensure consistent HR services to managers and applicants throughout the recruitment process;
- Ensuring that recruiting and hiring practices comply with collective agreements, UNBC policies, and governmental regulations;
- Implementing and leading employment branding initiatives related to recruitment, including but not limited to career fairs and community outreach;
- Supporting managers in the recruitment of new employees, including the interpretation of the collective agreements, Employment Standards Act, policies and procedures, and best practice;
- Collecting and analyzing market data pertaining to recruitment trends;
- Supporting the HR Partners with labour relations issues related to recruitment;

- Researching and implementing technology to drive efficiency and promote the candidate experience throughout the recruitment cycle;
- Collecting and analyzing internal recruitment metrics; and
- Creating reports and dashboards regarding talent acquisition to ensure continued improvement within recruitment activities.

Qualifications

The successful candidate will possess a certificate in a relevant discipline, preferably in business with a focus on Human Resources, along with one to three years of experience in recruitment. An equivalent combination of education and experience may be considered. Having or being on the path to completing a bachelor's degree and/or becoming a Registered Professional Recruiter (RPR) would be considered an asset.

We are looking for a team player who values collaboration and who can also work independently and take initiative in a busy and challenging environment. The candidate must be able to prioritize workload with multiple and changing deadlines, along with the flexibility to provide support and collaboration with colleagues. Strong organizational and time management abilities are necessary, and the successful candidate must be detail orientated and accurate. The position requires excellent listening, verbal, and written communication skills. Learning and development are critical for success, as well as exceptional interpersonal skills and a focus on client service and best practices in the Human Resources profession.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$55,000 to \$62,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-060EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by July 21, 2025. Applications will be accepted until the position is filled.

