

EXTERNAL JOB POSTING

Full-Time Contract Non-Union Position

| JOB TITLE | Staff Engagement (Human Resources) Co-op Student |
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| Recruitment Ref # | JD-SE102 |
| Location | Staff Engagement Department (Civic Centre Resource Library) |
| Start Date | January 2024 |
| Duration | January 2024 to April 2024 |

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| Hours | 35 hours per week as scheduled. |
| Summary: | Under the direction of the Manager, Staff Engagement, the Staff Engagement Co-Op Student is responsible for supporting key human resource functions such as HR administration, recruitment, organizational learning, and special projects for Staff Engagement. |
| Responsibilities | <p>HR Administration:</p> <ol style="list-style-type: none"> 1. Prepare letters of employment, and other letters or documentation related to employment changes, and attendance support program. 2. Maintain employee files such that all required documentation, including copies of current professional registrations, probationary and annual performance reviews, and continuing education records are included. 3. Respond to inquiries from internal and external parties or redirect them to the appropriate person and/or resources. <p>Recruitment:</p> <ol style="list-style-type: none"> 4. Assisting with the job posting process, screening applicants, reference checks, preparing offer packages for new hires, and participating in interview panels when possible. 5. Review all New Hires' paperwork including onboarding documents, and creates employee files while ensuring complete, accurate, and up to date information is maintained. 6. Coordinate and participate in Career Fairs. <p>Organizational Learning:</p> <ol style="list-style-type: none"> 7. Assist with the preparation and set-up of various professional development events, which includes the tracking of professional development as required. <p>Special Projects:</p> <ol style="list-style-type: none"> 8. Assist in Staff Engagement initiatives and projects to support VPL. 9. Support the generation of various analytics reports and HR metrics. 10. Assist with policy research and development. <p>General Responsibilities:</p> <ol style="list-style-type: none"> 11. Adhere to VPL Policies and Procedures. 12. Responsible for ensuring compliance with the Occupational Health and Safety Act and Regulations, and the Corporate Health & Safety Policy and related procedures. 13. Maintain confidentiality of corporate information and discloses any information only when directed to. 14. Supports the Mission, Vision, and Values of Vaughan Public Libraries. 15. Performs other assigned duties. |

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| Requirements | <ul style="list-style-type: none"> Currently enrolled in a post-secondary coop program: Business Administration or Human Resources programs is required. Experience using Microsoft Office (Word, Excel, PowerPoint, Outlook) is preferred. Excellent attention to detail and follow-up. Demonstrated planning and organizational skills with the ability to prioritize. Ability to recognize and maintain confidentiality. Effective interpersonal, verbal, and written communication skills and strong customer service orientation are essential. |
| How to Apply | <p>Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #JD-SE102. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, L6A 4W2. Submissions will be accepted by email at vpjobs@vaughan.ca.</p> |
| Closing Date of Posting | NO LATER THAN DECEMBER 11, 2023, BY 4:00 P.M. |
| For Further Information | Please contact vpjobs@vaughan.ca or Staff Engagement, at 905-653-7323, extn. 4602. |
| Other | <p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p> |