



## EMPLOYMENT OPPORTUNITY

**Position Title: HR Coordinator (Records, Onboarding, and Compliance)**

**Location:** Siksika Board of Education (SBE)

**Employment Type:** Temporary Term (Maternity Leave Coverage)

**Duration:** Approximately 12-18 months, or until the return of the incumbent

**Salary:** Based on Salary Grid

**Position Summary:** Reporting to the Human Resources (HR) Specialist, the HR Coordinator (Records, Onboarding, and Compliance) is responsible for managing employee files, records, and documentation with employment standards, and privacy requirements, and supports the implementation of the Human Resources Information System (HRIS). The HR Coordinator serves as a key resource for documentation, audit preparations, and process improvement, and collaborates with the HR team to ensure seamless HR service delivery.

**Duties & Responsibilities (Duties are not limited to the list as follows):**

- Maintain, organize, and update confidential employee files and HR records in both physical and electronic formats, ensuring accuracy and compliance.
- Oversee the secure storage and disposal of records in accordance with privacy legislations and SBE policies.
- Lead the comprehensive onboarding process for all new employees, including orientation scheduling, documentations, and initial benefits orientation.
- Ensure completion and accuracy of onboarding documentation, background checks, and credential verifications for teaching, administrative, and support staff.
- Track and monitor contract renewals, certifications, and performance review cycles; send timely reminders to supervisors and employees.
- Collaborate with the HR Coordinator (Benefits, Pension, and Recruitment) to ensure accurate record keeping for benefits enrollment, pension documentation, and recruitment tracking.
- Assist with other HR administrative tasks and special projects as assigned.

**Qualifications:**

- Clear Criminal Record Check (Vulnerable Sector) and Child Intervention Record Check
- Post secondary education in Human Resources, Business Administration, or related field (diploma or degree preferred)
- Experience in HR records management, onboarding, and compliance
- Experience working in an educational or Indigenous context is an asset
- Proficient in HRIS, Microsoft Office Suite, and electronic records management
- Strong organizational skills and attention to detail
- High regard for confidentiality, discretion, and accuracy
- Knowledge of privacy legislation and employment standards
- Valid driver's license and reliable transportation
- We seek candidates with a vested interest in the preservation of Siksika culture, language and knowledge.

**How to Apply:** Send your cover letter and resume by email to [workwithus@siksikaboardofeducation.com](mailto:workwithus@siksikaboardofeducation.com) and on subject line state, "HR Coordinator - Records, Onboarding, and Compliance"

**Application Deadline:** Open until filled.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.