Confederation COLLEGE

SUMMER STUDENT EMPLOYMENT

Thunder Bay - Summer Student – Payroll/Benefits Assistant - ST-17-02

Requisition #	ST-17-02
Job Title	Thunder Bay - Summer Student – Payroll/Benefits Assistant
Employee Group	Administration
Job Type	Student
Organizational Unit	Confederation College - Human Resources & Organizational Development
Location	Thunder Bay Campus - Thunder Bay, ON CA (Primary)
Position Reports to	Payroll Supervisor

In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

Job Description

Duties include, but are not limited to, the following:

- Assisting with inputting part-time contracts on the Banner payroll system;
- Verifying/checking payroll;
- Working with employee Sun Life benefits and CAAT Pension;
- Calculating increments/step increases;
- Answering inquiries from employees;
- Filing/scanning to Banner personnel files;
- Assisting staff in the day to day tasks of the HR department; and
- Working in compliance with the Occupational Health and Safety Act.

Job Requirements

- Must be a full-time post-secondary student at Confederation College in the 2016-17 academic year (minimum - attending entire winter 2017 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;
- Must be returning to Confederation College as a full-time post-secondary student in September 2017 and have submitted a confirmation of enrolment form (available at http://www.confederationc.on.ca/financialaid/studentsummeremployment) to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form (available at http://www.confederationc.on.ca/financialaid/studentsummeremployment) to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;
- Must be a student in a Human Resources or Accounting program;
- Excellent computer skills including Microsoft Word, Excel, Power Point, and Outlook as well as Acrobat Adobe;
- Strong interpersonal and organizational skills; and
- Practical work experience in a business/office environment is preferred.

Salary Range	Student Rate $12/Hr
Shift Type	8:30am - 4:30pm
Hours of Work	35 per week
Contract Duration (if applicable)	May 1 to August 31, 2017
Category	Clerical, Human Resources/Payroll
Application Deadline	4/7/2017

Please visit our website at http://www.confederationcollege.ca/human-resources-services to apply for this position.