



February 10, 2012

Human Resources Advisor, Teaching - Temporary

The Burnaby School District seeks a Human Resources Advisor, Teaching (Elementary) to join their progressive Human Resources team. This temporary position would be desirable for a practitioner seeking new challenges and eager to take on a challenging portfolio. Responsibilities include acting as a liaison and resource person for teachers, administrators, district staff and external contacts and providing advice and ensuring the collective agreement is adhered to. This position is also responsible for all aspects of the staffing process including preparing short lists, job bulletins, staffing reports, conversion lists, seniority lists, layoff processes, reference checks and conducting orientation sessions.

The successful candidate should have excellent administration skills with expertise in MS Office 2007, experience with a Human Resources Information System, exceptional interpersonal and communication skills and post secondary course work in Human Resources. Two years of relevant work experience in Human Resources in a school district or other unionized environment and a CHRP designation are an asset.

This exempt position offers a competitive salary and benefit package. Please forward a resume with references no later than **Tuesday, February 21, 2012** to:

Human Resources
School District 41 – Burnaby
5325 Kincaid Street, Burnaby, BC V5G 1W2
applications@sd41.bc.ca

Only those applicants considered for interview will be contacted.