

# Interested in Working for the College?

Human Resources has provided answers to the most asked questions! Simply “click” through this small presentation!

# What type of jobs are available?

- ▶ All opportunities are posted on the College's website.
  - ▶ [www.stclaircollege.ca](http://www.stclaircollege.ca)
- ▶ Job opportunities may include:
  - ▶ Office Support Staff
  - ▶ Technicians and Technologists
  - ▶ IT Services
  - ▶ Professors
  - ▶ Instructors
  - ▶ Counsellors
  - ▶ Facilities Maintenance
  - ▶ Administrators
  - ▶ Marketing and Recruitment
  - ▶ Many others...

# How do I apply to the College?

- ▶ All recruitment is completed electronically, and application is to be made through the College's website.
  - ▶ [www.stclaircollege.ca/careers/current-opportunities](http://www.stclaircollege.ca/careers/current-opportunities)
- ▶ Opportunities are organized in 3 different categories:
  - ▶ Full Time and/or Term Opportunities (Collective Agreement and Administrative positions).
  - ▶ Regular Part Time Opportunities (Part Time Collective Agreement positions).
  - ▶ Part Time Opportunities (General Call, Casual and/or Temporary positions).
- ▶ The website is updated regularly, and individuals are encouraged to visit the site frequently.
- ▶ The application process will require the submission of an updated resume.

# What happens after I have applied?

- ▶ Per the applicable Collective Agreements, the College must first consider internal candidates who meet the required qualifications and are in “good standing”. \*Note: The College does hire external candidates, so individuals are encouraged to apply!
- ▶ Upon the completion of the application process, applicants will receive an email confirming the acceptance of their submission.
- ▶ Candidates with the required qualifications will be contacted by the College and invited for testing and/or an interview.
- ▶ Resumes are not kept on file. Should an opportunity be re-posted, candidates must re-apply. \*Exception: General Call, Casual and/or Temporary competitions resumes will be kept on file for 6 months.
- ▶ The application process will have to be completed for every position of interest.

# If hired, how much will I be paid?

- ▶ The rate of pay for all positions align with pay equity laws, and applicable Collective Agreements.
- ▶ Full Time Opportunities:
  - ▶ Faculty - the candidate's resume is rated based on an established formula detailed in the Academic Collective Agreement. The final numerical rating will determine the starting Step level for salary.
  - ▶ Support Staff - the hourly rate of pay is based on the established Pay Band of the position in accordance with the Support Staff Collective Agreement.
  - ▶ Administration - salary is based on the established Pay Band which accounts for education, experience, qualifications, and the level of responsibility for the position.
- ▶ Part Time Opportunities:
  - ▶ Instructors - the candidate's resume is rated based on an established formula. The final numerical rating will determine the starting Step for the hourly wage.
  - ▶ Support Staff - the hourly rate of pay is based on an established pay grid in accordance to pay equity laws.
  - ▶ Administration - the hourly rate of pay is based on the established grid which accounts for education, experience, qualifications, and the level of responsibility for the position.

# If hired, what are the next steps?

- ▶ New Full Time employees will be invited to Human Resources to sign a Letter of Offer for Employment and complete all applicable paperwork.
- ▶ New Full Time and Part Time employees will receive an Employment Contract.
- ▶ All new employees will be required to complete the Human Resources Onboarding Session\*.
- ▶ Professors will have to complete the College Educator Development Program\*.
- ▶ Instructors will be required to complete the Centre for Academic Learning Onboarding Session\*.

\*Details to be provided at the time of hiring.

# How do I get more information?

- ▶ Contact the Human Resources Department directly at (519) 972-2714.
- ▶ Visit the Frequently Asked Questions page - [www.stclaircollege.ca/careers/faq](http://www.stclaircollege.ca/careers/faq)

