



First Nations,
Métis and Inuit
Education



Assistant Manager – Human Resource Services

The Human Resource Services team invites applications for the position of Assistant Manager on a temporary basis (up to 18 months) with duties to commence October 15, 2024 (or another mutually agreed upon date).

Greater Saskatoon Catholic Schools is Saskatchewan's largest Catholic school division, serving more than 22,000 students across 50 schools in Saskatoon, Biggar, Humboldt, Warman and Martensville. Our dynamic and growing school division currently employs approximately 3,000 full and part-time teaching, support and service staff. We are committed to mobilizing diversity, equity and inclusion initiatives and to partnership with community as we foster an environment that promotes belonging, participation, and success of all students and employees.

Under the direction of the Superintendent – Human Resource Services, the Assistant Manager – Human Resource Services, will provide leadership and support of Greater Saskatoon Catholic Schools' mission to be a welcoming community, affirming the dignity of every employee as a valued member of our school division.

Key responsibilities include but are not limited to:

- Implementing diversity, equity and inclusion initiatives, with specific attention to First Nations, Métis and Inuit employee recruitment and retention
- Relationship building with Indigenous community partners to advance employment partnerships
- Recruiting, interviewing and hiring casual support staff
- Contributing to the entire HR function within Greater Saskatoon Catholic Schools
- Strategic collaboration with Greater Saskatoon Catholic Schools' First Nations, Métis and Inuit Education Learning Community including Indigenous leadership development, Indigenous language programs, special events, and more

The Assistant Manager – Human Resource Services is a highly skilled and dynamic individual who possesses the following required skills and attributes:

- Related University Degree
- Demonstrated knowledge of Saskatchewan Employment Standards
- Demonstrated practice with DEI principles and fostering workplaces that are respectful and inclusive of diverse peoples and communities
- Demonstrated ability to develop presentations, compile reports and establish good relationships with both internal and external partners, particularly Indigenous organizations
- Excellent interpersonal and communication skills, both verbal and written



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- Familiarity and experience with First Nations, Métis and Inuit world views, kinship models, and governance structures
- Commitment to the ideals and principles of Catholic education

In addition, preference may be extended to candidates with:

- CPHR designation
- Demonstrated Indigenous cultural competencies. Indigenous language competency is considered an asset.
- Knowledge and experience in the Saskatchewan K-12 education sector
- Experience working in a unionized environment

Candidates seeking this position are asked to complete the online application process <https://www.applitrack.com/gscs/onlineapp/> - Job ID 3473. Applications and supporting documentation will be accepted until 12:00 p.m., September 12, 2024.

Inquiries may be directed to Katherine Kowal, Superintendent – Human Resource Services, at kkowal@gscs.ca or 306-659-7110.

Greater Saskatoon Catholic Schools is committed to achieving and maintaining a workforce which reflects and affirms the diversity of our school division. Applications are encouraged from First Nations, Métis and Inuit candidates.

Rooted in faith. Growing in knowledge. Reaching out to transform the world.

