

Let's Talk Business

For Ted Rogers Students

These reports describe industry sectors and career paths of interest to Ted Rogers students and alumni. Each report leverages BCH employment data and the expertise of our staff. This collaborative effort engages staff, students, alumni and the University Business Librarian.

Talent Acquisition Coordinator and Human Resources Coordinator

Do You Know the Difference?

A *Talent Acquisition (TA) Coordinator* role involves building a long-term HR strategy to support their organization in finding and hiring strong talent at every level of the organization. This would include sourcing qualified applicants and screening their fit for the role.

Some of their day-to-day tasks may include coordinating with the Hiring Managers to assist with the full recruitment process involving promoting job postings on various social media/communication platforms, scheduling interviews, and updating daily reports. ^{1,2}

A *Human Resources (HR) Coordinator*, on the other hand, acts as the first point of contact for employees in an organization. As you will be fielding questions and requests regarding various matters, HR Coordinators will have the opportunity to be trained at a high level on multiple functions within the HR team including recruitment, diversity, equity and inclusion, training and development, payroll, benefits, and more! You will support all employees and understand when a matter may need to be escalated and addressed by an HR Specialist or Manager.

Some of your day-to-day tasks may include managing a general inbox and fielding questions from employees, facilitating healthcare benefits, assisting with performance evaluation documentation, and at times, assisting with the recruitment process. You will gain broad knowledge and practice within various HR functions, allowing you to continue building on your experiences by transitioning into an HR Generalist role or a Specialist in a specific HR function. ³

Various Career Paths

Here are a few of the career paths you can pursue with your Bachelor of Commerce from the Ted Rogers School of Management. ^{4,5}

TA Coordinator:

- Talent Acquisition Assistant / Administrator
- Talent Acquisition Coordinator
- Talent Acquisition Specialist
- Human Resources Generalist
- Human Resources Manager/Senior Manager
- Human Resources Director
- Chief HR Officer/HR Business Partner

HR Coordinator:

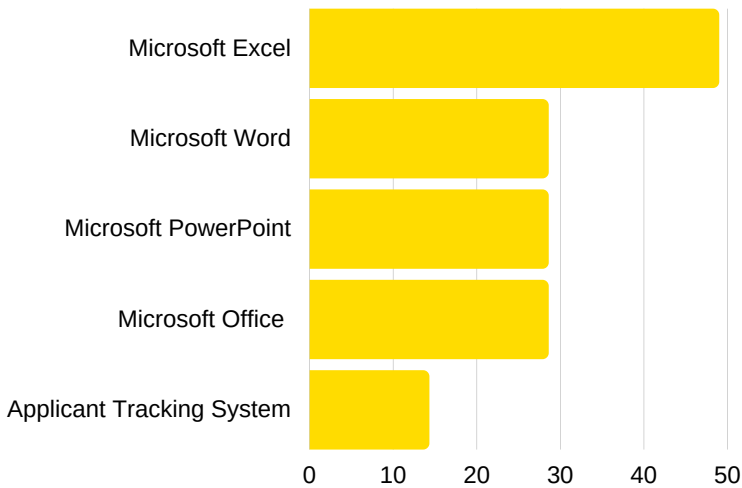
- Human Resources Assistant / Administrator
- Human Resources Coordinator
- Human Resources Generalist
- Human Resources Manager/Senior Manager
- Human Resources Director
- Chief HR Officer/HR Business Partner

Are You Qualified to be a Talent Acquisition Coordinator?

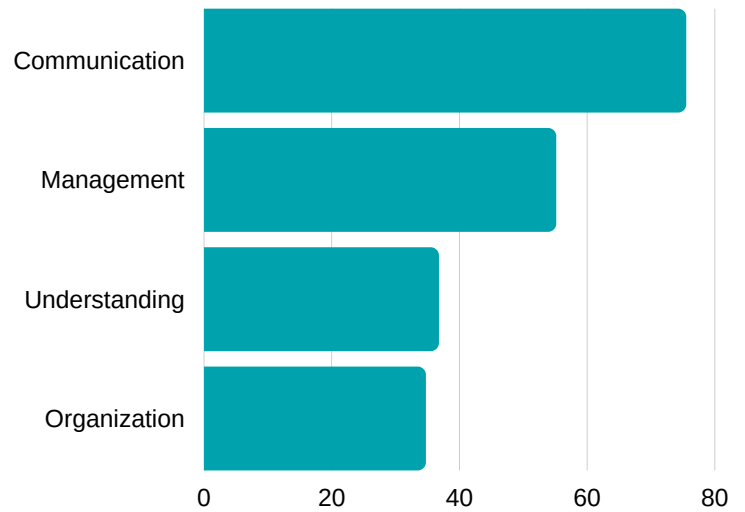
Based on the analysis of 20 TA job descriptions posted in our job portal during the last 12 month period, we uncovered the "technical skills" expected of employers. Knowledge of Microsoft Excel and Microsoft Word tops their list of requirements, but specific knowledge of Microsoft PowerPoint, Microsoft Office, and Applicant Tracking Systems (ATS) is also important.

In addition to the technical expectations, employers are looking for TA Coordinators to be equipped with various professional skills including communication, management, understanding, and organizational skills.

Technical Skills for TA Coordinator



Professional Skills for TA Coordinator

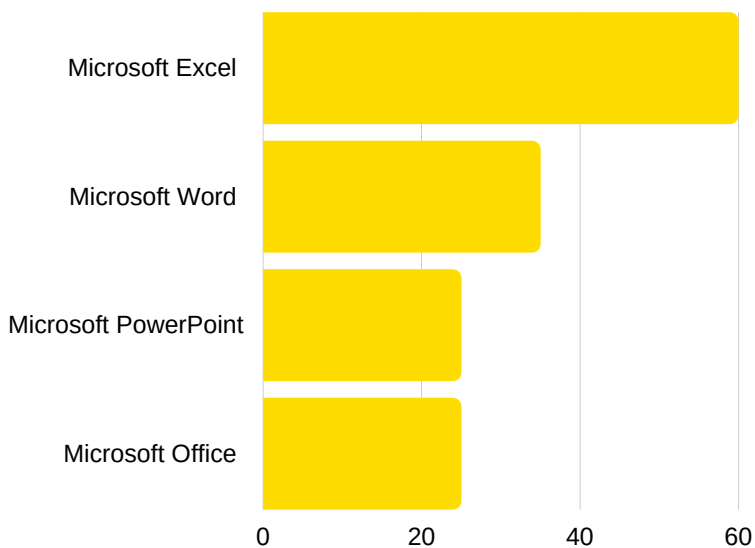


Are You Qualified to be a Human Resources Coordinator?

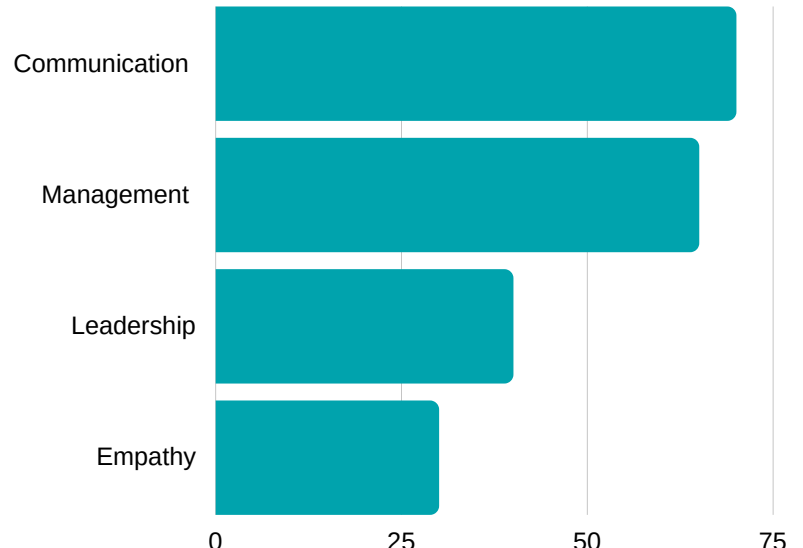
Again, we scraped the data from 49 job descriptions for HR Coordinator roles (posted during this same time period) and we discovered that the technical expectations of employers are similar - knowledge of Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Office - for this role, employers are also seeking candidates who can work with Excel.

Regarding professional skills, employers value skills in communication, management, leadership, and empathy.

Technical Skills for HR Coordinator



Professional Skills for HR Coordinator



Let's Talk About Money

TA Coordinator:

The starting salary for a TA Coordinator typically starts around \$44,623 per year. However, after 1-4 years of experience, a TA Coordinator can expect to earn an average annual salary of \$47,691. ⁶



HR Coordinator:

The starting salary for an HR Coordinator typically starts around \$43,604 per year. However, after 1-4 years of experience, an HR Coordinator can expect to earn an average annual salary of \$46,812. ⁷

Meet a Ted Rogers Alumni!



Geerthan Ranjhan is a Human Resources Management Co-op Alumni and he currently works as a Learning and Development Coordinator at Softchoice.

GEERTHAN RANJHAN

Learning and Development
Coordinator at Softchoice

"Explore all the different facets of Human Resources. You have a lot of options so be open-minded and network with professionals at Business Career Hub and student group events, within the fields you are interested in or curious about."

Student Groups

Human Resources Student Group Association (HRSA) is a student-run organization that represents over 1000+ students specializing in Human Resources at Ryerson University. The HRSA takes pride in hosting award-winning social, academic, and professional events.



Industry Certifications and Designations

HRPA offers renewal fees for an HRPA designation, prices are based on designation and employment status.

- [Human Resources Professional Association \(HRPA\)](#) - Canada Based Certification
 - [Certified Human Resources Professional \(CHRP\)](#)
 - [Certified Human Resources Leader \(CHRL\)](#)
 - [Certified Human Resources Executive \(CHRE\)](#)
- [Certified Talent Management Practitioner \(CTMP\) Program](#)

Learn More for Free

- LinkedIn Courses for Talent Acquisition Coordinator
 - [Recruiting Foundations](#), Barbara Bruno
 - [Diversity Recruiting](#), Stacy Gordan
 - [Talent Sourcing](#), Barbara Bruno
 - [Recruiting Talent with Social Media](#), Bert Verdonck
- LinkedIn Courses for Human Resources Coordinator
 - [Strategic Human Resources](#), Catherine Zundel
 - [Human Resources Foundation](#), Wayne Cascio
 - [Interpersonal Communications](#), Dorie Clark
 - [Communication Foundations](#), Tatiana Kolovou and Brenda Bailey-Hughes

Visit the Business Career Hub

Employer Events

Interested in expanding your network and meeting industry professionals? BCH organizes and hosts numerous industry events - refer to your 'Careers Newsletter' for a list of upcoming events.

Bootcamps/Prep Programs

Advance your technical and professional skills, earn digital badges, and gain an advantage in today's workforce. [Click here to register for bootcamps.](#)

Also check out the HR Prep Program

Career Coaching

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



Career Consultant Contributor Olivia Baratta

Olivia is a Career Consultant and TRSM Alumni, with 9+ years of experience in the hospitality, real estate and academic sectors. She brings her passion for building meaningful experiences for her clients to develop and showcase their unique brand.



Student Contributor Ajenth Suthanathan

Ajenth is a 3rd Year Human Resources Management student working part-time at the BCH. He is an aspiring HR professional looking to join the Talent Acquisition field.

Data Sources

- 1 Isarta Jobs. (n.d). [Talent Acquisition Specialist](#)
- 2 Robert Half Talent Solutions. (n.d). [Talent Acquisition Specialist Job in Toronto](#)
- 3 Neuvoo. (n.d). [What does a Human Resources Coordinator do?](#)
- 4 Dhillon, K. (2019, July 2). [How to Structure Your Recruiting and Talent Acquisition Team](#)
- 5 Indeed (2021, September 10). [HR designations \(With Salaries and Job Descriptions\)](#)
- 6 Payscale (n.d). [Average Talent Acquisition Coordinator Salary in Canada](#)
- 7 Payscale (n.d). [Average Human Resources \(HR\) Coordinator Salary in Toronto, Ontario](#)