



## **POSITION DESCRIPTION**

**POSITION TITLE:** Human Resources Summer Student

**RESPONSIBLE TO:** Director, Finance

### **GENERAL ACCOUNTABILITIES:**

*The **Human Resources Summer Student** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Human Resources Summer Student is an essential member of the client-centred health professional Team. The Human Resources Summer Student will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

### **SUMMARY OF FUNCTIONS:**

The major responsibilities of the Human Resources Summer Student will be to provide human resources and administrative support specific to the accountabilities listed below.

### **SPECIFIC ACCOUNTABILITIES:**

1. Assist with day-to-day operations of the Human Resources functions and duties;
2. Assist in the recruitment process;
3. Assist in new employee onboarding process and activities;
4. Maintain employee credentialing and training records;
5. Conduct Human Resources Files Audit to ensure all HR files are complete, accurate, and in compliance with all required standards;
6. Provide clerical and administrative support to Human Resources leadership;
7. Contributes to team effort by accomplishing related results as needed.

### **QUALIFICATIONS:**

- College or University Student – must be enrolled in a degree or certificate/diploma in Human Resources Management;
- The candidate must be returning to school in September 2023;
- Knowledge of employment legislation required e.g. ESA, AODA, Occupational Health and Safety;
- Must possess excellent computer skills with advanced knowledge in HRIS, Word, Excel, and PowerPoint;
- Strong organizational and analytical skills with excellent attention to detail;

- Strong written and verbal communication skills;
- Ability to work independently and as part of a team;
- Must exercise good judgment in handling confidential information;
- Ability to work with a range of people within a diverse environment;
- Professional manner, tact, diplomacy, and ability to maintain confidentiality.

I understand the requirements, essential functions and duties of the position.

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Employee Signature

Date:

Created:        December 2022