



University Students' Council – Position Description

Position Title: Human Resources Intern

Supervisor: Senior Manager, Human Resources

Remuneration: \$16/hour

Hours of Work: Maximum of 15 hours per week

Term: June 2018- April 2019

OVERVIEW:

The Human Resources Intern will be responsible for supporting Human Resources functions at the University Students' Council of Western University. The Human Resources intern will be provided with an opportunity to expand their professional development in labour relations, compensation, health and safety training, orientating and onboarding, recruitment and selection as well as many other facets of Human Resources.

DUTIES AND RESPONSIBILITIES:

- (1) *Recruitment:* assisting in interviewing potential candidates for employment at the University Students' Council. This includes the preparation of employment packages, reference checks, and all necessary paperwork and onboarding when hiring a new employee.
- (2) *Training:* participating in the training of new staff members. This includes health and safety seminars, culture, and orientation.
- (3) *Wellness:* help to create programming and execution of the Wellness initiatives for full-time employees. This includes research, maintenance and oversight on specific aspects of the program.
- (4) *Health & Safety:* create, participate and execute health & safety sessions and materials for all employees at the University Students' Council.
- (5) *Compensation:* assist preparation of paperwork for the Finance Department and total compensation statements for full-time employees.
- (6) *Administration:* responsible for accurate record keeping of employees and various programs. This includes physical filing of documents. The key aspect of administration is to keep records up-to-date and accurate for future purposes.
- (7) *Other Duties:* this Internship will offer a variety of opportunities to shadow in each area of Human Resources. The Human Resources Department will provide multiple opportunities to learn every aspect of being successful in this role as well as gain Human Resources Management experience.

QUALIFICATIONS:

The qualified candidate must be an undergraduate student at Western University with a passion to learn about Human Resources.

KNOWLEDGE, SKILLS and ABILITIES:

- a) Excellent interpersonal rapport,
- b) Excellent communication skills,
- c) Ability to articulate thoughts through verbal and written forms,
- d) Experience in group facilitation,
- e) Knowledge of legislative Human Resources standards and practices,
- f) Ability to be self-motivated and work independently,
- g) Ability to work in a team environment,
- h) Knowledge of HRIS,
- i) Excellent time management skills,
- j) Proficient technical skills (proficient in Microsoft Word, Excel, PowerPoint, and Adobe),
- k) Detail and task oriented,
- l) Research skills, and
- m) Highly organized with strong planning and execution skills.

TRAINING:

The Human Resource Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Senior Manager, Human Resources and the Human Resources Department.

The Human Resources Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.