



University Students' Council of the University of Western Ontario
POSITION DESCRIPTION
HUMAN RESOURCES INTERN

EFFECTIVE: 01/01/2015

SUPERSEDES: 02/01/2014

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: HUMAN RESOURCES INTERN

2.00 POSITION OVERVIEW:

- (1) The Human Resources Intern will be responsible for supporting Human Resource functions at the University Students' Council of the University of Western Ontario. This position was developed as an opportunity for the Individual to be exposed to all facets of Human Resources Management.

3.00 PRIMARY RESPONSIBILITIES:

- (1) *Recruitment:* selecting and interviewing potential candidates for employment at the University Students' Council. Includes the preparation of employment packages, reference checks, and all necessary paperwork when hiring a new employee.
- (2) *Training:* participating in the training of new staff members. This includes health and safety seminars, and orientation.
- (3) *Wellness:* develop and implement a Wellness Program at the University Students' Council. This includes research, maintenance and oversight on specific aspects of the program.
- (4) *Compensation:* assist in payroll of part-time staff and the preparation of paperwork for the Finance Department.
- (5) *Administration:* responsible for accurate record keeping of employees and programs. This includes physical filing of documents. The key aspect of administration is to keep records up-to-date and on file for future reference.
- (6) *Other Duties:* this Internship will offer a variety of opportunities to shadow in each area of Human Resources. The Human Resources Manager will provide multiple opportunities to learn every aspect of being successful in this role as well as gain Human Resources Management experience.

4.00 QUALIFICATIONS:

- (1) There is no requirement for prior knowledge, background or experience in the Human Resources domain. Qualified candidates for this position must be an undergraduate student of Western University with an interest in Human Resources. Qualified candidates will have strengths in the following areas:
 - a) Excellent interpersonal rapport,



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- 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 work independently,
- g) Ability to work in a team environment,
- h) Knowledge of HRIS,
- i) Excellent time management skills,
- j) Basic computer technical skills (proficient in Microsoft Word, Excel, PowerPoint, and Adobe), and
- k) Detail and task oriented.

5.00 TIME COMMITMENT:

- (1) The time commitment requirement is a maximum of fifteen hours of work per week on average. Additional hours may be required during peak months (September, October, January and March), as directed by the Human Resources Manager. Additional hours will be communicated and mutually agreed upon in advance, when necessary.
- (2) This position will be project-based and the hours allotted to each work week will be utilized with office hours and completion of projects throughout the HR Intern's employment.

6.00 TRAINING/SUPPORT:

- (1) There will be a Health and Safety training seminar conducted at the beginning of their employment. This seminar is mandatory as all members of the USC must attend.
- (2) There will be an Orientation Day conducted in August to familiarize the Intern with the USC operations, fellow interns, AVPs and staff.
- (3) On-the-job training will be provided on an ongoing basis by the Human Resources Manager.
- (4) The training will also consist of shadowing and transitional training before taking on any tasks independently.
- (5) Must support the Human Resources Department for all initiatives, including but not limited to the USC Involvement Expo (February), Intern/AVP Orientation Day (August), and other HR programming.
- (6) If there is any additional professional development seminars deemed appropriate for the Individual's success in the role, the Human Resources Manager will approve and arrange this training as required.

7.00 LEARNING OUTCOMES:

- (1) The Human Resources Intern will be provided with the opportunity to expand their



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professional development in labour relation negotiations, compensation and benefit planning, health and safety training, orientation of new members, recruitment and selection, financial planning and payroll functionality, administrative skills and many more. This experience will enhance the Individual's knowledge and refine their skills as a Human Resources Professional.

8.00 COMMUNITY IMPACT:

- (1) The Human Resources Intern has the opportunity to directly impact student life and experience within the University Students' Council at the University of Western Ontario. With direct involvement in recruitment, training and other responsibilities associated with Human Resources, the Human Resources Intern will have the opportunity to better a student's experience. The USC directly impacts student life and involvement in the Western and London community. The role of Human Resources Intern will be to grow and nurture this relationship between students and the USC.

9.00 EVALUATION:

- (1) *Formative Assessment:* The Human Resources Manager will maintain an ongoing and open dialogue of informal feedback with the Human Resources Intern. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructive guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Human Resources Intern to obtain a meaningful experience while also informing the Human Resources Manager about specific learning and development goals they wish to achieve.
- (2) *Summative Assessment:* There will be three formal feedback surveys conducted throughout the Human Resources Intern's employment. These surveys are to provide the Intern with the ability to articulate their experience so far and to evaluate their program to identify if there are more learning opportunities for the Intern to partake in. The second aspect of the summative assessment is formally conducted by the Human Resources Manager to evaluate all strengths, any necessary improvements and communicate future projects with the Human Resources Intern. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

10.00 SUPERVISION:

- (1) The Human Resources Intern will report directly to the Human Resources Manager at the University Students' Council of the University of Western Ontario. The Human Resources Manager, can be contacted at 519-661-2111 ext. 80371. Their office is located on the third floor, room 309, in the University Community Center at Western University.



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- (2) Secondary support for the Human Resources Intern will be the Human Resources Officer, and Human Resources Coordinator, located on the third floor, rooms 310 and 311 respectively, in the University Community Center at Western University.

11.00 ADDITIONAL INFORMATION:

- (1) A familiarity with the political and organizational structure of the USC and an understanding of its services and operations is an asset but not required. This background knowledge will allow for a fluent integration into the Human Resources Department, and be advantageous in their understanding and ability to be successful in their role.