



University Students' Council – Position Description

Position Title:	HR Administration Intern
Authority:	Manager, Leadership Support
Remuneration:	\$45,748.08 annual salary + Benefits and Vacation
Hours of Work:	Full time position, 35 hours per week
Term:	June 1, 2023 - April 30, 2024

OVERVIEW:

The Human Resources Intern will be responsible for supporting Human Resource functions, with an emphasis on administration, 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.

DUTIES AND RESPONSIBILITIES:

- *Recruitment:* Screening and organizing 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.
- *Training:* Tracking the training of all USC Staff Members both new and existing. This includes health and safety seminars, orientation and annual training.
- *Compensation:* Assist in the preparation of payroll of part-time staff for the Finance Department.
- *Administration:* Responsible for accurate record keeping of employees and programs. This includes maintenance of electronic files.
- *Other Duties:* Front office administrative support, such as coverage of the front desk and helping to facilitate the staff culture program. Other duties as assigned.

QUALIFICATIONS:

- Completion of a 3-year Bachelors or Associate Degree or in progress.
- Experience in Office Administration is an asset.
- Interpersonal skills must be well developed, as well as organizational skills.
- Access to transportation is an asset, as occasional travel is required.

QUALIFIED CANDIDATES WILL HAVE STRENGTHS IN THE FOLLOWING AREAS:

- *Communication:* The HR Admin Intern position requires strong interpersonal communication skills, given the need to work directly with guests of the USC, the management and Executive teams.
- *Workplace Flexibility:* It is important for the HR Admin Intern to be able to adjust to changes in the day to day. The successful candidate will demonstrate the ability to pivot and take on new challenges.

- Organization & Multitasking: The HR Admin Intern will be expected to assist the Manager, Leadership Support in all USC administrative functions, including calendar management, appointment booking, meeting support and office maintenance. This will require a high level of organization and the ability to multitask.
- Initiative and the ability to work independently.
- Service Orientation: The HR Admin Intern will need to provide high level customer service.
- Familiarity with the Google Domain (Calendar, Drive, etc.) and Trello is an asset.

KNOWLEDGE, SKILLS and ABILITIES:

- Must be able to work in a fast paced environment which requires the prioritization of tasks.
- Needs to have effective communication skills when it comes to workload and progress of different tasks and initiatives.
- Must be willing to learn and take feedback in an environment where there are competing demands and diverse needs.
- Must understand the importance of confidentiality and discretion in dealing with information and employee matters.

TRAINING:

The HR Admin Intern will be required to attend all USC-mandated training sessions for their position, as determined by Creative Manager and the Communications Department. The Graphic Design Intern will be expected to participate in a mandatory Health and Safety training seminar conducted at the beginning of their term.

ADDITIONAL INFORMATION:

Please note that the Intern positions are now full time roles with an **11-month contract from June to April**. These roles will be filled by graduating students of Western University in an undergraduate or professional degree program or those from the same programs willing to take a full year off. The work hours are 8:30 am - 4:30 pm from Monday to Friday; however, these hours are subject to change due to fluctuating operating hours. Work hours may be adjusted to accommodate the increased workload during peak periods. Occasional pre-approved overtime may be required.

The USC is operating fully in person, and thus the successful candidates must be able to work on campus. This position will receive Health and Dental Benefits, Defined Contribution RESP/Pension Plan and vacation.