



University Students' Council – Position Description

Position Title: Human Resources Intern
Supervisor: Manager, Talent Management and Wellbeing
Remuneration: \$40,203.00 + Benefits and Vacation
Hours of Work: Full time hours (35 hours a week)
Term: June 2022- April 2023

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 health and safety training, recruitment and selection, staff programming, administrative HR work as well as many other facets of Human Resources. In addition this position will be tasked to assist in the coordination and execution of volunteer recruitment, selection, training and recognition programs for the USC Associates, Coordinators, Interns and Committees.

DUTIES AND RESPONSIBILITIES:

- (1) *Recruitment:* assisting in interviewing potential candidates for employment at the University Students' Council. This includes scheduling interviews and observing interviews, preparing employment offers and ensuring new staff complete all of the necessary paperwork.
- (2) *Training:* participating in the training of new staff members. This includes health and safety seminars, culture, and orientation. Additionally this position will keep up to date records of employee training and will assist with communicating this information to relevant managers.
- (3) *Wellness:* help to create programming and execution of the Wellness initiatives for full-time employees. This includes research, maintenance and execution of 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) *Research:* assist in researching various areas of focus for the People and Development Department. Assist with survey creation to expand areas of focus for Student Development opportunities.
- (6) *Administration:* responsible for accurate record keeping of employees and various programs. The key aspect of administration is to keep records up-to-date and accurate for future purposes. Additionally this position will prepare statistical reports on various programming efforts.
- (7) *Other Duties:* this Internship will offer a variety of opportunities to shadow in each area of Human Resources. The People and Development Department will provide multiple opportunities to learn every aspect of being successful in this role as well as gain Human Resources Management experience.

QUALIFICATIONS:

- Must be a graduating student at Western University or be willing to take a full year off of school
- An Intern cannot hold another USC paid position, USC Councilor position, or Director position on the USC Board of Directors.
- Passion to learn about Human Resources

KNOWLEDGE, SKILLS and ABILITIES:

- a) Excellent interpersonal rapport, and communication skills
- b) Ability to articulate thoughts through verbal and written forms,
- c) Ability to be self-motivated and work independently,
- d) Ability to work in a team environment,
- e) Excellent time management skills,
- f) Proficient technical skills (proficient in Microsoft Word, Excel, PowerPoint, and Adobe),
- g) Detail and task oriented,
- h) Research skills, and
- i) 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.

Additional Information:

Please note that the Intern positions are now full time roles with an 11 month contract from June-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 that are willing to take a year off of school. The hours of work are 8:30-4:30 pm from Monday to Friday, however these hours are subject to change due to fluctuating operating hours. During peak periods, the hours of work may be adjusted to accommodate increased workload. Occasional overtime may be required.

The USC is operating fully in person, and thus the successful candidates must be able to work on campus. These positions will receive benefits, vacation and professional development opportunities.