



University Students' Council – Position Description

Position Title:	HR Administration Intern
Authority:	Manager, Leadership Support
Remuneration:	\$18.50/hour
Hours of Work:	Part-time Position, 5-15 hours per week (Hybrid)
Term:	September 1, 2024 - April 30, 2025

OVERVIEW:

The HR Administration Intern will be responsible for supporting the People & Development department, with an emphasis on administration, at the University Students' Council of the University of Western Ontario.

DUTIES AND RESPONSIBILITIES:

- *Recruitment:* Screening and organizing potential candidates for employment and volunteer opportunities at the University Students' Council.
- *Training:* Tracking the training of all USC Part-time & Full-time 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.

QUALIFICATIONS:

- Highly organized and able to keep track of multiple projects at once
- Experience in Office Administration is an asset.
- Interpersonal skills must be well developed

QUALIFIED CANDIDATES WILL HAVE STRENGTHS IN THE FOLLOWING AREAS:

- *Organization & Multitasking:* The HR Administration Intern will be expected to assist the People & Development Department in all USC administrative functions with a focus on recruitment, payroll and training tracking.
- Initiative and the ability to work independently.
- 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 understand the importance of confidentiality and discretion in dealing with information and employee matters.

TRAINING:

The HR Administration Intern will be required to attend all USC-mandated training sessions for their position, as determined by the People & Development Department. The HR Administration Intern will be expected to participate in a mandatory Health and Safety training seminar conducted at the beginning of their term.