

**Human Resources Student**

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| Position/Job title: HR StudentNumber of Role(s): ##START DATE: Month ##, 2024END DATE: Month ##, 2024Hours PER WEEK: ##IS THE OPPORTUNTIY PAID? Yes/NoADDRESS: ExampleCITY: CalgaryProvince: AlbertaCountry: Canada | **INSERT LOGO IN THIS AREA** |
| **Organization Information** organization: Example Text **Division/Department:** Example Text  **Company/Organization Description:**  Include a short description to share with student candidates about your organization. It may be good to include information on your sector, industry, size, founding date etc. as well as information about your purpose, mission, vision, values etc.  (Optional) Link to Company Website or LinkedIn: - can help provide further information and background research for the candidate.  (Optional) You may want to include your EDIA statement and if you have specific diversity initiatives related to talent attraction, please include that information here. | | |
| **Job site:** Pick one: On-site / Remote/Hybrid  **Job Location Type:** Pick one: Public building / Office / Working from home / Co-working space / Private Residence / Other (please specify) | | |
| **The Role**  **About the role:** As an HR student, you will provide support and administration in all areas of HR including, recruitment, employee benefits, HRIS administration and other day to day initiatives. There will also be opportunity to be involved with HR projects and you must be able to think outside the box, use problem solving skills while maintaining a high level of confidentiality and integrity.  **Responsibilities:**   * Support the recruitment process by assisting with job postings, application coordination and interview scheduling. * Support the onboarding process through drafting offer letters and processing of new hire paperwork. * Draft letters, emails and other communication as required. * Support benefits administration and HRIS initiatives. * Participate in various compensation and market surveys. * Provide input on process improvement and enhancements.  Assist with general HR coordination.  **(Optional, & highly encouraged) Salary Range**: $xx,xxx to $xx,xxx per year or $x.xx to $x.xx per hour. | | |
| **Qualifications**  **Academic Program:** Human Resources  **Target Education Level:** Pick From: Any /Diploma / Bachelor / Master / Doctorate  **Year Level of Student:** Pick from: Any / Early (First-year) / Mid (2-3rd year) / Late (4th year or close to graduation)  **Qualifications:**   * Strong computer skills in Microsoft Office including Outlook, Excel, Word, PowerPoint, SharePoint and Teams * Proven ability/experience in the above noted responsibilities * Effective organizational and time management skills * Someone who takes initiative, is a quick and eager learner, flexible and independent * Strong verbal and written communication skills * High level of discretion and confidentiality * Ability to work independently and as part of a team * Effective communication and interpersonal skills to interface with team members | | |
| **Application Instructions**  **How to apply:**  Please include your resume and cover letter in your application.  **(Optional)** Include any additional application instructions like: “apply via email at [email address]”, “include your portfolio with relevant work”, or “address the cover letter to [name]”  **Preferred Response:** (The URL of where applications can be uploaded on your website **or the** company email address you want applications sent to)  Note: In the case of an email address, provide information on how to direct their email *i.e. please send your application to* [*opportunities@abccompany.ca*](mailto:opportunities@abccompany.ca) *with your name and job posting title in the subject line*  **(Optional) Applicant Tracking System URL**:  **(Optional) Applicant Tracking Number:**  **Deadline to apply:** MONTH ##, 2024  Include any relevant next steps information you wish to include *i.e. shortlisted candidates will be contacted within X number of weeks* | | |
| **Thank you**  Ensure you are thanking student candidates for their interest.  *i.e. We thank all student applicants for their interest but only those moving forward in the selection process will be contacted.* | | |