

JOB DESCRIPTION

JOB TITLE	Human Resources (HR) Student
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Human Resources Specialist
EFFECTIVE DATE	October 2020
SALARY	

<p>GENERAL PURPOSE</p> <p>[Description of the purpose of the position, why does it exist what are key responsibilities?]</p>
<p>Reporting to the Human Resources Specialist, the Human Resources (HR) Student is responsible for performing confidential administrative functions within the HR department. The position will work closely with the Human Resources Specialist to ensure continuous delivery and improvements of the HR functions.</p>

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

- Perform confidential HR employee filing, including handling employee doctor's notes, scanning performance reviews in Human Resources Information System (Info-HR) and filing other confidential information; create new files, and archive old files as needed;
- Audit existing files for accuracy and in accordance with retention policy;
- Support special initiatives and projects such as staff development day and healthy workplace events;
- Respond to and provide support and solutions to employees on general inquiries;
- Assist with setting up interviews, creating interview questions, scoring interviews, conducting reference and filing recruitment files;
- Assist with creation of job ads;
- Support special initiatives, projects and training;
- Create statistical reports, using recruitment data;
- Assist with payroll and benefits administration, and payroll audits as required;
- Perform project work for the Director of Corporate Services;
- Perform other duties as assigned.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace, that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Current enrolment or graduation from post-secondary diploma or degree in Human Resources, Business Administration or related discipline;
- Previous experience in HR administration considered an asset;
- Working knowledge of MS SharePoint, and Office suite of programs is required;
- Excellent interpersonal and organizational including excellent oral and written communication skills;
- Ability to maintain confidentiality;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with completing demands;
- Ability to work both independently and co-operatively as member of a team;
- A self-starter, with ability to work with all levels of the organization;
- Ability to multitask and prioritize workload in a fast-paced environment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required.

THE FOREGOING IS AN ACCURATE DESCRIPTION OF THE POSITION	
Director of Corporate Services:	
	Dated:
Chief Administrative Officer's Signature:	
	Dated: