

**The District of Nipissing Social Services Administration Board is hiring!
Human Resources Student
(Summer Employment 8 weeks)
Bulletin No. D2022-24**

Reporting to the Human Resources Supervisor, 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.

The DNSSAB offers a salary of \$15.00 per hour, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*;
- Have a valid Social Insurance Number at the start of the employment and be legal entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulation;
- Current enrolment or graduation in 2022 from post-secondary diploma or degree in Human Resources, Business Administration or related field is an asset;
- 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;

Applicants must submit a current resume with a cover letter to the Human Resources Department by **email** indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for.

Applications for the above position will be accepted **by email** at jobs@dnssab.ca up to **9:00AM, Tuesday, June 7th, 2022.**

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.