



DNSSAB is Hiring!

Supporting Human Services in Our District

Bulletin No: D2026-17

Salary: \$18.00 / hour

Position: Human Resources Clerk (Student)

Location: North Bay, ON

Duration: Temporary Full-Time (up to 8 weeks)

The HR Student is responsible for performing confidential administrative functions within the HR department. The position will work closely with the Human Resources team to ensure continuous delivery and improvements of the HR functions.

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;
- 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.

Contract Intern

Employees Enjoy:

- Employee Assistance Program
- The right to disconnect
- Wellness activities
- Psychologically safe workspace

Applications will be accepted by email at dnssabresume@dnssab.ca up to **4:30 p.m. on May 1, 2026.**

*International students are not eligible participants. As the objective of the CSJ 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. 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.

This is a new position. DNSSAB is an equal opportunity employer. In accordance with its 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; only applicants selected for an interview will be contacted. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.