

THE CORPORATION OF THE COUNTY OF WELLINGTON

Human Resources Department

Requires a

Human Resources Student

The HR Student reports to the Manager of Human Resources – Employee Development, and will support the HR Department by assisting with data entry, filing, answering inquiries from both the public and employees, and administrative support as required for Recruitment, Payroll, Pension, Benefits and various other Human Resources functions. The HR Student works approximately 35 hours per week, Monday to Friday; beginning in May and ending in September. In order to be eligible for a student position, the applicant must be returning for full time studies in Fall 2023.

The minimum qualifications for this position include:

- Secondary School graduation, plus enrolment in a post-secondary education programme.
- Ability to maintain accurate records and good organizational skills.
- Excellent computer skills, including Microsoft Word and Excel.
- Ability to communicate effectively and tactfully; customer service experience would be an asset.
- Flexibility to work at both the Guelph and Wellington Terrace Human Resources locations is required.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

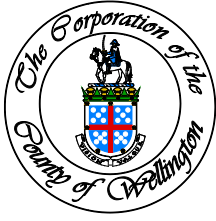
This position offers an hourly starting rate of: \$17.50 (2023 Student Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #020STUD-23 by Friday, February 3 at 12:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Human Resources (HR) Student	Reports to: Manager of Human Resources – Employee Development
Department: Human Resources	Positions Supervised: 0
Effective:	Revised: March 2016

BASIC FUNCTION:

The HR Student reports to the Manager of Human Resources – Employee Development, and will support the HR Department by assisting with data entry, filing, answering inquiries from both the public and employees, and administrative support as required for Recruitment, Payroll, Pension, Benefits and various other Human Resources functions.

RESPONSIBILITIES:

Under the guidance of the HR Supervisor, the HR Student will assist with following duties and responsibilities:

- Provide and seek guidance regarding general information and assistance to members of the public and other staff.
- Maintain and update personnel and HR filing systems, including creating new employee files and archiving when necessary.
- Perform general maintenance and data entry into the HR Systems.
- Assist Recruitment with posting job advertisements, scheduling interviews, preparing interview packages, reference checking, applicant/candidate correspondence, preparing new hire documentation packages, and new hire entry.
- Support Payroll, Pension and Benefits with sorting pay statements, filing, documentation mail outs, and preparing template folders.
- Assist with the preparation of material and making arrangements for meetings and training sessions as required.
- Maintenance of Human Resource forms and information accessed by employees on company intranet/internet.
- Provide back-up to Reception for parking-related duties.
- Process mail and distribute to members of HR Department.
- Perform other duties as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Dealing with and seeking guidance for inquiries from County Employees.
- Prioritizing workload and meeting deadlines.
- Keeping accurate records.

CONTACTS:

- Internal: County Employees
- External: City of Guelph parking services, applicants for job postings, members of the public, newspapers, job posting agencies, other municipalities

MINIMUM QUALIFICATIONS:

- Secondary School graduation, plus enrolment in a post-secondary education programme.
- Ability to maintain accurate records and good organizational skills.
- Excellent computer skills, including Microsoft Word and Excel.
- Ability to communicate effectively and tactfully; customer service experience would be an asset.
- Flexibility to work at both the Guelph and Wellington Terrace Human Resources locations is required.

SKILLS AND COMPETENCIES:

- Computer literacy skills and experience in a Windows-based environment.
- Customer service and communication skills.
- Good attention to detail.

OTHER:

- Hours of work: Monday to Friday, 8:30 am – 4:30 pm
- Regular hours: 35 hours per week