



External Posting HR Summer Student

Posting Date: Wednesday, April 3, 2019

Closing Date: Monday, April 15, 2019 @ 12:00 NOON

Wage: \$ 14.50 per hour

Classification: Summer Student (May to August 2019)

Each year, the District offers summer employment opportunities to post-secondary students as a means of helping students develop transferrable skills, support their career goals and learn about the Municipal sector.

This summer, we have an opportunity for a Student to join our Human Resources department. The HR Summer Student will assist in providing general HR support with respect to the coordination, execution and delivery of various Human Resources programs and services.

This Summer Student job works up to 37.5 hours per week Monday – Friday in an office setting.

We are looking for someone who can begin work, in early May and continue work through to the end of August.

Students must be enrolled in full-time post-secondary studies for the following school year with the ability to provide proof of enrolment when requested.

Reporting to the HR Advisor, the HR Summer Student responsibilities will include, but not be limited to:

- Provide general HR support to the Human Resources team for a variety of tasks, including but not limited to:
 - Staffing and recruitment – with exposure to the cradle to grave process of recruitment (postings, resume review, interview coordination, documentation, etc.)
 - Research, analysis and assistance with various HR projects and initiatives
 - Preparing various types of employee related correspondence
 - Maintenance of the HR related records in automated systems
 - Assisting in the creation and automation of existing or new forms/ templates and updating of existing documents, website/ intranet, etc. as changes occur (process improvement)
 - Scanning and filing of various types of documentation in compliance with the District’s records management processes
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- Related duties as assigned

The skills, experience and qualifications we are seeking for this job include:

- General knowledge of HR practices, including completion of post-secondary HR coursework is required
- A valid Ontario Driver’s License (minimum Class G2).

Our ideal candidate is someone who is highly organized, with strong attention to detail and time management, has good interpersonal skills with a focus on high level customer service and proven computer skills with emphasis on the Microsoft Suite of products and Adobe. You will understand the high degree of confidentiality required in Human Resources and have the ability to work within a team environment and follow instructions provided in order to meet timelines.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.