

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Human Resources Student Corporate Services Department

Temporary contract: May - September 2022

The Town has a student job opportunity available, for the position of Human Resources Student. This position provides administrative support for all functions of the Human Resources Division. This is a contract position for a student in a post-secondary education program in Human Resources. The position shall start as soon as possible and will end in September. This position is thirty-five (35) hours per week.

Job Duties:

- Administrative support including filing, records management, photocopying, and preparing materials such as employee paperwork and interview questions.
- Entering employee data, payroll information, training records, and other data into the Human Resources Information System (“HRIS”) and other systems.
- Providing support for Health and Safety initiatives and projects, including assisting the Town’s Joint Health and Safety Committee with secretarial duties.
- Assisting with advertising job opportunities, screening applications, conducting pre-screening applicant interviews, booking interviews, organizing interview packages, and conducting reference checks as assigned.
- Assisting with organizing new orientation training (preparing hiring and orientation packages, notifying attendees, booking room, etc.) as well as other training and events.
- Assisting with research for policy work and drafting Human Resources policies and procedures for review.
- Assisting with preparation and maintenance of metrics and reports.
- Ad-hoc projects as required by the senior Human Resources team.
- Other duties as assigned.

Qualifications:

- Must be working towards a post-secondary diploma or degree in Human Resources.
- Experience in an office environment, with previous administrative experience, would be an asset.

- Knowledge of employment and Health and Safety legislation.
- Knowledge of Human Resources theory, practices, principles, and terminology.
- Proficiency in general office equipment and multiple computer software applications, including Windows, Microsoft Office, and databases.
- High level of interpersonal, communication and customer service skills.
- Ability to prioritize workload, meet deadlines, and be detailed oriented.
- Principles of business letter writing and basic report preparation.

Please note:

- To be eligible for this job, students must be enrolled in full-time post-secondary education. Students may be asked to provide proof of enrolment.
- Virtual interview formats are available for this position.
- All Town student positions are subject to budget and grant approval, and thus may be subject to change.
- The successful candidate will be required to complete a Criminal Record Check, in accordance with the duties of this position

Hourly Range: \$21.88, Grade 4 on the 2022 Summer Student Pay Grid

Eligible students are invited to submit their resumes, in confidence, to Sarah Alexander, Human Resources Assistant, no later than 4 p.m. on **Monday, May 9, 2022**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

All new or rehired Town of Orangeville employees, volunteers and students, including returning Town of Orangeville Seasonal and Student employees, are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the Town of Orangeville. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If you are not fully vaccinated, a documented medical reason provided by a physician or registered nurse and time period for the medical reason may be accepted.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with

our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.