

Human Resources Intern

Assiniboine Students Only

Human Resources

Part-time term (3 hours/day or 15 hours/week)

August 24, 2020 – June 30, 2021

Competition # 13-20/21

Salary: \$15.00/hour

This position is open to Assiniboine Community College students only.

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We are committed to student success and to building an environment that creates and supports a high level of student engagement. Human Resources is looking for an aspiring HR professional, who would benefit greatly from an internship with our department.

Be Passionate.

As an HR Intern, you will be driven to gather all the HR experience you can, knowing that it will prepare you for your career in Human Resources. We are looking for someone who loves HR, is ambitious and able to jump in and help out wherever is needed. We need someone who is comfortable with people and computers. You'll work with our Human Resource Information Management System (payroll), provide customer support, assist with file maintenance, post competitions, prepare HR correspondence and help improve HR forms and on-line information.

Take Initiative.

You'll be working in a busy department and will work independently. In addition to your assigned workload, you'll take initiative and will bring your college training and education into your work, improving forms and offering input to the team.

Deliver Results.

You will be registered with Assiniboine for the 2020-21 academic year and have strong communication, customer service, organizational, problem solving and attention to detail skills. You understand and respect the importance of confidentiality in an HR environment. Strong knowledge of computer applications is a must. Ideally you are training for a career in Human Resources. The work schedule can be flexible, based on the successful student's schedule.

This competition will remain open until filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.