



PEOPLE MAKE IT HAPPEN.

## Human Resources Intern

Full-Time, Term (May - Aug 14, 2026)

Location: Brandon

Comp #71-25/26 HR

Salary: \$24.37-\$31.08

Excluded

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Assiniboine College's Human Resources Department is seeking an HR Intern to support a wide range of day-to-day activities and projects. This role provides hands-on experience in payroll processing, HRIS employee set up, and general administrative support for the HR team.

You'll assist with recruitment activities, prepare letters of offer, create and maintain employee files, and help organize and coordinate staff training and development. Applicants must meet the funding requirements outlined below; preference will be given to current or recent Assiniboine graduates from relevant programs.

**Funding Requirements:** This position is funded through the Canada Summer Jobs grant, which requires candidates **to meet all 3** of the following criteria:

- be between the ages of 15-30 years of age (at the start of employment),
- be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment; and,
- be legally entitled to work according to the relevant provincial/territorial legislation and regulations.

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.



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College**

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### **Why Join Us This Summer?**

#### **Work Together:**

Be part of a welcoming and inclusive team where your ideas are valued. As a Summer Student, you'll collaborate with staff across departments, gain hands-on experience, and contribute to meaningful projects in a supportive environment.

#### **Grow Together:**

This is more than just a summer job—it's an opportunity to build your skills and explore potential career paths. You'll gain practical experience, develop new strengths, and receive guidance from experienced professionals who are invested in your success.

#### **Move Forward Together:**

As you gain exposure to new tools, technologies, and ways of working, you'll build confidence and adaptability—skills that will support your future career. We are committed to creating a positive and engaging workplace where students can learn and thrive.

#### **Our Principles for Success:**

- Creativity: We encourage fresh ideas and give you the opportunity to contribute in meaningful ways.
- Collaboration: You'll work as part of a team, building connections and learning from others.
- Courage: We support you in trying new things, stepping outside your comfort zone, and growing through experience.

#### **Commitment to Diversity:**

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who meet the criteria outlined by the Canada Summer Jobs program (see above), including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

#### **How to Apply:**

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or (204)725-8729.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.