

## Human Resources Co-op Student (Job # 2024-025-IE)

<b>Department:</b>	Office of the CAO
<b>Status:</b>	Full Time, Temporary (4-month contract)
<b>Date Posted:</b>	February 12, 2024
<b>Date Closing:</b>	<b>February 26, 2024, 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week, 8:30 a.m., to 4:30 p.m., Monday to Friday
<b>Salary:</b>	\$16.62 - \$17.97 per hour

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Our HR team is looking for a super supportive and organized team player, who will truly be the glue that keeps things running like a well-oiled machine. This is a pivotal role and requires a high attention to detail, creativity and excellent communication skills to manage the variety of tasks seen each day. If you are looking for an opportunity to make meaningful connections with others, support a diverse range of HR activities and make a real impact with our Town employees, this may be the role for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require

### Position Purpose:

The Town of Whitchurch-Stouffville is accepting applications from University and/or College students for the position of Human Resources (HR) Co-op Student (May to August) in the HR Division of the Office of the CAO Department. Reporting to the Human Resources Business Partner, the incumbent will provide administrative support to the HR team in areas including, but not limited to: recruitment and selection, training and development, filing and maintenance of employee data. In addition, the HR Co-op Student will support the Team with the employee file transformation from hard to soft records as part of the implementation of the Human Resources Information System. In addition, the HR Co-op Student will support the Team with other HR initiatives, programs, events and other special projects as assigned.

### Qualifications and Requirements:

- Minimum one year completed post-secondary education in Human Resources, Industrial/Labour Relations or a related field. Students must be returning to full time studies in the Fall.
- Strong interpersonal and communication (oral, written, listening) skills.
- Ability to work independently as well as be an active team member with the ability to be persistent and diligently follow-through on tasks.
- Strong time management and attention to detail skills with the ability to multi-task and prioritize work.
- Confidence to ask questions when needed.
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint); working knowledge of Human Resources Information Systems/Applicant tracking systems
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of information
- Class G Driver's License and use of a vehicle is an asset

**How to apply:**

Please forward your resume in confidence by **February 26, 2024, at 4:30 p.m.**, identifying Job # 2024-025-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**