



# Employment Opportunity

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**Position:** Human Resources/Administration Intern

**Location:** Manidoo Baawaatig, Kenora Campus

**Start Date:** May 2024

**Deadline:** May 10, 2024

**Duration:** 4 Month Intern Contract Position

**Wage:** \$25.00 per hour, based on a 35 hour work week

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Human Resources at [human.resources@7generations.org](mailto:human.resources@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



# Human Resources/Administration Intern

## Job Description

### General description

Under the direction of the Campus Director and Associate Director of Human Resources the Human Resources/Administration Intern provides support to the Human Resources department. As directed, the position will perform a variety of human resources functions, with a focus on clerical duties. Working with Human Resources professionals, the position will offer the incumbent an opportunity to learn about a variety of human resource functions and gain valuable experience.

### Core Competencies

- Positive attitude.
- Interpersonal skills and Teamwork.
- Communication Skills.
- Accountability.
- Adaptability and ability to learn new tasks quickly.
- Organization, planning and time management.

### Qualifications and skills requirements

1. Enrolled in a Human Resources or Business diploma or degree program.
2. Two (2) years of work experience in an office setting preferred. Experience working in the public sector, or education sector is an asset.
3. Highly developed communication skills both written and verbal.
4. Ability to manage time efficiently to complete multiple tasks in a fast-paced work environment.
5. Ability to accept new work assignments positively and be able to adapt to change in the work environment.
6. Excellent problem-solving skills
7. Able to work efficiently as a part of a team as well as independently.
8. High degree of proficiency with common office software applications including word processing, spreadsheet, e-mail, and Presentation software.
9. Ability to speak Anishinaabemowin an asset.
10. Basic knowledge of Human Resources functions, and processes, including:
  - a. Recruitment and Selection
  - b. Occupational Health and Safety
  - c. Training and Development
  - d. Human Resources Planning
  - e. Compensation and Rewards



- f. Industrial Relations
- g. Organizational Behaviour

**Supervisor:** Campus Director and Associate Director of Human Resources

### **Job duties/responsibilities**

1. Under the supervision of the Campus Director and Associate Director of Human Resources, complete tasks to support the Human Resources (HR) Department as directed.
2. Organize and review human resources files as directed. Ensure that data is accessed only by authorized parties, and that privacy and confidentiality are maintained at all times. As directed, eliminate outdated or redundant files disposing of them in accordance with policy and applicable legislation.
3. Prepare various documents as directed including but not limited to:
  - a. Offer letters.
  - b. Regret letters.
  - c. Interview questions.
  - d. Job descriptions.
  - e. Job postings
4. Complete data entry as directed.
5. Proofread documents and ensure that spelling and grammatical errors are corrected.
6. As directed, review HR policies and procedures in place and provide suggestions as to how they might be improved upon.
7. Complete any faxing, photocopying, and scanning of documents as directed.
8. As directed, assist with research to ensure compliance with all applicable legislation.
9. As directed, develop and /or update job descriptions and job postings as required.
10. As directed, sort incoming resumes
11. Update interview questions for various positions as directed.
12. As directed, complete and mail out offer letters, and regret letters.
13. Assemble new hire orientation packages to ensure that new hires have all required information, including payroll forms.
14. As directed, work with Human resources staff to support the employee recognition program.
15. Other duties as assigned.

### **Relationships**

#### **Internal**

- Interacts with and directly reports to the Campus Director and Associate Director of Human Resources.
- Work with all other departments of SGEI when required.



## External

- Work with communities or organizations when required.

## Working conditions

- Position typically works indoors in shared office space.
- Occasional travel to area communities and other campus locations will be required.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Normally a seven (7) hour workday with occasional requirements for overtime. Supervisor will need to preapprove any overtime requirements.
- Incumbent may be required to attend and conduct presentations as directed.
- A moderate level of manual dexterity required to use desktop computer and peripherals, with a moderate requirement for accuracy.
- Lifting or moving up to 20lbs may be required.

## Conditions of Employment

- Valid Ontario class 'G' driver's license; ability and willingness to travel.