



Job Posting 25-00

Human Resources (Summer Student)

Under the direction of the Manager, Human Resources, the Human Resources Student will assist the Manager and Generalists to provide effective support, advice and customer service as it relates to the Human Resources Department. A large portion of tasks will be related to the summer student program as well as the implementation of the new Town of Cobourg Human Resources Information System (HRIS).

This position will require a high degree of confidentiality and discretion as the duties involve highly sensitive and personal matters.

The primary duties of this position include:

- Recruitment: Develop, oversee and participate in employee recruitment processes. This will include putting together and posting internal and/or external job postings, scheduling interviews for internal/external applicants, conducting reference checks for successful applicants. Candidate will also assist with administrative duties related to new employee paperwork and onboarding of new staff.
- Human Resources Information System (HRIS) Implementation: Assist with the implementation of the new HRIS system roll out. This may include the data insertion into the new system and ensuring accuracy for information moving over. Will also work to provide training materials to staff for the rollout of the program in 2025.
- Administrative Support and Customer Service
 - Filing of staff information
 - Review of documentation for staff training and education information
 - Tracking of employee sign-off for the Code of Conduct training
 - Ensure proper recording, retention, storage and/or disposition of all documents received, in accordance with established policies and procedural guidelines.
 - Provide front line (in person, phone, email and social media) customer service to all employees and the general public.
 - Provide information to employees and the general public in regards to recruitment and applications for positions within the Town.

The successful candidate will have the following:

- Currently in progress of completing a post-secondary Human Resources Management program or a relevant discipline and must be returning to full time studies in fall of 2024.
- Knowledge of appropriate HR legislation and HR best practice.
- Excellent judgement, strong initiative and ability to work independently.
- Strict adherence to confidentiality and professionalism when dealing with difficult and sensitive situations.
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast-paced environment.
- Exceptional oral and written communication skills.
- Strong computer skills including the Microsoft Office suite [Excel, PowerPoint, Word].

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.