



*The Manitoba Institute of Trades and Technology (MITT) is Manitoba's newest public college - a unique educational institution offering post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.*

## **SUMMER STUDENT, HUMAN RESOURCES**

### **Part-time position, 20 to 25 hours/week**

The Summer Student, Human Resources (HR) will assist with the day-to-day administration of HR functions and duties. This position will assist with the implementation and coordination of services, policies and programs within the department. The successful candidate will help maintain efficiency within the HR department.

#### **Responsibilities include but are not limited to:**

- Provide administrative support including photocopying, filing, scanning, etc.
- Assist the HR Team in the management and tracking of HR related projects.
- Provide support with the recruitment process including scheduling of interviews.
- Prepare hire packages and related documents.
- Audit employee files to ensure completeness of paperwork.
- Liaise with employees to obtain and update paperwork.
- Assist with data entry.

#### **Qualifications and experience:**

- Students enrolled in post-secondary education for diploma/undergraduate degree programs for Business Administration, Commerce or Human Resources. Must be returning to school full-time in September 2018.
- Knowledge of human resources/administrative practices.
- Ability to handle sensitive and confidential information
- Strong organizational skills and attention to detail
- Strong skills and utilization of Microsoft Suite of applications, including Word, Excel, Outlook
- Ability to prioritize and execute multiple tasks
- Good organizational and time management skills.
- Ability to pay attention to detail.
- Excellent communication skills and phone manner
- Highly motivated, enthusiastic and cooperative.

**Hourly wage: \$15.00**

**Application deadline: June 18, 2018.**

Quote **2017-060** in the email subject line.

Submit a cover letter and resume to Human Resources at [hr@mitt.ca](mailto:hr@mitt.ca).

***We are growing, come grow with us.***

***MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.***

*MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare. This position requires the successful completion of a Criminal Record check including vulnerable sector.*

*We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.*