



Summer Student – Human Resources

Monday – Friday, 8:30am – 4:30pm

Tentative start date: May 5, 2025, and end date: August 29, 2025

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

The Human Resources Student is responsible for supporting the Human Resources function including but not limited to, the maintenance and administration of the HR record keeping systems, and assisting with recruitment, onboarding and orientation, records retention, training and orientation, health and safety, document control, special projects, and general administrative duties.

Key Duties/Responsibilities:

- Assists with the administration of the recruitment and selection processes for assigned job vacancies, including draft job postings and advertising on appropriate job boards and platforms, receiving and organizing applications, performing screening calls, scheduling interviews, preparing interview materials, participating on interview panels, scoring, selection, checks, etc.
- Prepares and organizes Corporate orientation packages; creation of, or improving, orientation materials; coordinates and conducts Corporate on-boarding and orientation training
- Facilitates the collection of new hire documentation for creating personnel files; assists in payroll preparation by providing relevant data
- Participates in the development, improvement and implementation of HR administrative policies and procedures
- Assists in the administration and maintenance of staff and HR files and record keeping systems in accordance with policies and applicable legislative requirements
- Provides administrative support to Joint Health & Safety Committee; coordinates required documentation for meetings and inspections; maintains record keeping for incident/accident and inspection reports; participates in investigations and inspections; assists in development and implementation of corrective/preventative measures as needed
- Supports the coordination of staff performance reviews, training and development activities including assigning, recording, tracking, and development of training materials
- Provides HR project/special assignment support, gathering information, conducting research, assembling pertinent materials, etc. as required
- Coordinates and supports staff events and engagement activities

Qualifications/Skills/Abilities:

- Currently enrolled in a post-secondary program in Human Resources or related field
- Experience in customer service &/or administrative roles dealing with confidential information within an office environment preferred
- Previous HR administrative experience an asset
- Basic understanding of HR practices and relevant legislation including *Employment Standards Act*, *Human Rights Code*, *Accessibility of Ontarians with Disabilities*, *Occupational Health & Safety Act*, and privacy legislation
- Proven computer skills, proficiency in MS Office (Excel, Word, Outlook), and ability to use databases, and online research tools

- Must use professional judgment and diplomacy in responding to inquiries, requests, and complaints
- Ability to exercise discretion and maintain confidentiality in accordance with legislation and policies
- Excellent communication and interpersonal skills with a focus on high level customer service
- Strong organizational and administrative skills with ability to handle numerous projects simultaneously while maintaining high accuracy, timeliness, and attention to detail
- Analytical and problem-solving skills to interpret policies and legislation, assess situations, and recommend solutions
- Eagerness to learn and adopt a solutions-focused mindset while exploring new concepts and contributing innovative ideas in a professional environment
- Ability to work effectively independently and as part of a team

This position requires that applicants be registered as a full-time student during 2024/25 academic year and have intentions to return to school full-time for 2025/26 academic year, and legally entitled to work in Canada with a valid Social Insurance Number. Upon a conditional offer of employment, a satisfactory Criminal Record Check will be required.

Pay Rate: \$19.50 per hour (subject to Council approval) plus 4% vacation pay based on 35-hour workweek. OMERS pension is available.

Qualified candidates are requested to forward their resume by 4pm on April 21, 2025, to HR@adjtos.ca with “Human Resources Summer Student” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.