

**Summer Student – Human Resources Assistant,  
Battlefords Campus**



**Full-Time, Term: May 5, 2025 – August 29, 2025 (Start and end dates are negotiable)**

**Salary:** \$20.44 per hour, plus vacation and stat pay

**Hours:** Monday – Friday, 8:00am – 4:30pm (7.5 hours, 1 hour lunch)

This Out-of-Scope, non-management, position, reporting to the Senior, Human Resources Generalist or designate, provides office administration and support to the Human Resources Department.

**Duties**

- Provides clerical and administrative support to Human Resources for employee recruitment and onboarding, including, but not limited to:
  - Auditing, reviewing and updating forms,
  - Creating and / or entering data into Excel,
  - Organize and support the interview process,
  - Other duties as assigned.

**Requirements**

1. A student in a business program, from a recognized post-secondary institution, with a declared major, or minor, in Human Resources or Management.
2. Must have plans to return to school in the fall.
3. Knowledge and skills to use Microsoft 365, Zoom and Teams.
4. A satisfactory Criminal Record Check.
5. Must be legally entitled to work in Canada.

**Abilities**

1. Ability to maintain strict confidentiality regarding all sensitive and confidential information encountered during their employment.
2. Ability to exercise discretion, diplomacy and maintain effective internal and external working relationships;
3. Ability to perform duties with attention to detail and a high level of confidentiality when handling sensitive information.
4. Ability to work independently and collaboratively as part of a team.
5. Ability to demonstrate good judgment.

If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca).

NWC supports a representative workforce. We encourage qualified person of Aboriginal ancestry and persons with a disability to apply.

Submit Applications to:  
Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax: 306.445.2254

NWC thanks all those who applied however only those selected for an interview will be contacted.

Applications will be accepted until:  
**Noon, Monday, April 7, 2025**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)

**NOTE: The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change**