

Township of Augusta

Human Resource Research Assistant – Youth Intern position

Research and development of HR systems, policies and RFP's.

Full-time contract: March 5-May 11, 2012

Intern must be under age 30 with a degree, diploma or certificate in Human Resources or equivalent from a post-secondary institution.

Closing dated for applications is February 20, 2012 before 4:30 p.m.

Human Resource Research Assistant

The Township of Augusta is interested in mentoring a youth intern in the position of Human Resource Research Assistant. The duration of the contract is 10 weeks, from March 5-May 11, 2012 at 37.5 hours per week.

The project activity involves, among others, researching best practices for human resource management, thus increasing efficiencies and sustainability for the Township, and positively affecting economic development.

Reporting to the CAO, the successful applicant will provide assistance in the following administrative opportunities:

Research and develop Human Resource systems for the Township, including job descriptions, job evaluations, performance reviews, salary grid progressions, comparative job survey, HR policies.

Research and develop RFP's for computer services, phone services, and insurance services.

Assist in administrative reviews.

Records management.

Required:

Meet eligibility requirements.

Must be extremely capable of reading and researching.

Competency in computer literacy and internet usage.

Attention to detail, accuracy, and confidentiality.

Excellent time management and organizational skills.

Desire to contribute and learn about municipal affairs.

Assets:

Human resource policy and management.

Experience with RFP's.

Familiarity with office procedures and machinery.

Knowledge of municipal government operations and related federal and provincial legislation and regulation.