

# Job Posting

Edmonton

## Talent Acquisition Coordinator Summer Student - Canada Summer Jobs Job Number: 49195

*1 temporary full-time position for 4 months intended specifically for students currently enrolled in a human resources, business or business administration post-secondary diploma or degree program, commencing in May 2024*

An integral part of the Talent Acquisition team; the Talent Acquisition Coordinator Summer Student manages high volume tasks, in support of the Talent Acquisition Consultant. Here, you will apply your strong process skills and demonstrate your commitment to customer service. In this role you will use your technical, time-management, and interpersonal expertise to support hiring managers and Talent Acquisition Consultants as we hire people for our municipality. You will look after critical administrative elements of the recruitment life cycle.

With a focus on the [City of Edmonton's Cultural Commitments](#) of Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Assist the Talent Acquisition Consultant with recruitment cycle support tasks (advertising, reviewing postings, screening, correspondence, closing requisitions, onboarding)
- Liaise with internal department staff, clients, and candidates with a high degree of professionalism
- Manage the flow of incoming and outgoing correspondence, ensuring that documents are recorded and managed according to policy and procedures
- Ensure document management, retention, disposition and distribution adhere to FOIP requirements
- Liaise with Position Management to confirm the Position Numbers in PeopleSoft
- Update the permanent Position Number Tracker
- Confirm posting logistics (job code, union, hours of work, workflow, salary details, NOC code)
- Proofread for accuracy, quality and consistency with department and city standards (ie. Cultural Commitments, Leadership Competencies, City's Vision, etc)
- Manage the candidate status throughout the recruitment cycle to the hiring stage and into onboarding
- Manage shared email accounts; answer or direct inquiries to the correct respondent
- Other duties as required

### Qualifications:

- Current enrollment full-time at a post-secondary institution, enrolled in a human resources, business or business administration diploma or degree program
- Experience using Google Workspace applications or equivalent applications

### Assets

- Excellent proofreading skills (grammar, punctuation, spelling) with a high level of accuracy
- Diversified office experience, which includes supporting high volume recruitment

### Skills Required for Success

- Excellent oral and written communication skills
- Excellent time management, multi-tasking, and prioritization skills
- Ability to effectively handle sensitive information using discretion
- Ability to do repetitive tasks, plan, and coordinate work assignments in a highly structured, process-oriented environment
- Confidence to work independently and with a team
- Commitment to a culture of inclusion and understanding
- Alignment to our [Cultural Commitments](#)
- Alignment to our [Leadership Competencies](#)

### Conditions of Employment:

- As part of your application, we ask that you attach an unofficial transcript or an enrollment verification letter (indicating you are enrolled in a related post-secondary program). Talent sourced through this process may be considered for similar opportunities within the City.
- This position may be partially funded by the [Canada Summer Jobs Program](#) provided by Service Canada. Successful candidates must meet all program eligibility criteria including, but not limited to:
  - Between 15 and 30 years of age at the start of the employment;
  - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
  - Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Based on [Canada Summer Jobs' National Priorities](#), priority will be given to applications from candidates who self-identify in their cover letter as being part of underrepresented groups or as having additional barriers to entering or staying in the labour market as outlined below:

- Youth with disabilities
- Black and other racialized youth
- Indigenous youth
- 2SLGBTQI+ youth

### Additional Details:

**Hours of Work:** 40 hours per week, Monday - Friday

**Salary:** \$19.749 - \$25.135 (Hourly)

**Talent Diversity Consultant:** JY/JR

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the [Art of Inclusion: Our Diversity and Inclusion Framework](#) and [Indigenous Framework](#).

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca).

**Classification Title:** Student Professional

**Posting Date:** Mar 25, 2024

**Closing Date:** April 4, 2024 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Student Position Full-time

**Union :** CSU 52

**Department:** Talent Management

**Work Location(s):** Century Place, 9th Floor, 9803 - 102A Avenue Edmonton T5J 3A3

Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers) for information on how to apply