
POSTING NOTICE

COMPETITION #: SC-292-2526
POSTING DATE: June 26, 2026
CLOSING DATE: July 8, 2026
CLOSING TIME: 12:00 PM
POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Summer Student – Human Resources
CLASSIFICATION: Office
SALARY: Level 1, Non-Instructional Salary Grid
LOCATION: Melville, SK
POSITION TERM: As soon as possible to August 28, 2026
HOURS OF WORK: 36 hours per week
STATUS: Term / Full-time
IMMEDIATE SUPERVISOR: Tracie Mykytyshyn, Manager, Human Resources

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

Position Summary:

Suncrest College is seeking a motivated and enthusiastic Summer Student to join our HR team for the summer. This position provides an excellent opportunity for a student interested in Human Resources, Business Administration, or a related field to gain practical experience in a professional work environment.

MAIN RESPONSIBILITIES:

1. Main Responsibilities:
 - Support the Human Resources team with day-to-day activities and projects.
 - Assist with recruitment activities, including job advertisements, screening resumes, and scheduling interviews.
 - Maintain and update employee records.
 - Assist with preparing HR documents, reports and correspondence.
 - Assist with filing, document management, and administrative tasks.
 - Participate in employee engagement and wellness initiatives.
 - Represent the College in a professional and positive manner.
2. Additional Duties:
 - Other duties as assigned.

QUALIFICATIONS:

1. Education and Experience:
 - The minimum educational qualification for this position is to be currently enrolled in a certificate, diploma, undergraduate program in Human Resources or a related field.
 - Recent graduate preferred.

- The minimum amount of practical, related experience required to perform the duties of this position is less than one year.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively within a team environment.
- Strong organizational and time management skills.
- Proficient in Microsoft Office/TEAMS.
- Ability to handle confidential information with professionalism and discretion.
- Strong attention to detail and willingness to learn.

3. Other Requirements:

- Valid Saskatchewan Driver's license is required
- Satisfactory Criminal Record Check required
- Must be eligible to work in Canada