



INTERNAL RELATIONS



Human Resources Student Association (HRSA)

The Human Resources Student Association (HRSA) is a student-run organization at Simon Fraser University's Beedie School of Business. We aim to support students and broaden their knowledge of Human Resources by providing engaging opportunities to connect with industry professionals through networking events, skill enhancement workshops, and case competition challenges.

Vice President of Internal Relations

The VP of Internal Relations ensures that a strong and positive culture is maintained both internally and externally by engaging students through social events and outreach. The VP of Internal Relations is responsible for organizational recruitment, onboarding, and member events. The VP of Internal Relations is passionate about building interpersonal relations, preventing conflict, and fostering a strong team culture. The VP of Internal Relations ensures the members of HRSA are kept informed and motivated.

Reports to: Victor Le, President

Time Commitment: May 2022 to May 2023

Responsibilities

- Create and maintain a positive and efficient team environment by inspiring team cohesion and collaboration by brainstorming and executing internal team socials
- Facilitate and streamline recruitment for all departments, which includes creating job descriptions, interview scheduling, and sending external emails
- Plan and execute an onboarding for new coordinators, ensuring they have the skills and knowledge needed to succeed
- Assist the President in creating and implementing new and innovative learning programs and mediating conflicts
- Provide support and guidance for HRSA and manage club administrative duties, including creating monthly coordinator surveys, taking weekly meeting minutes and purchasing merchandise

Required Skills and Characteristics

- Strong verbal and written communication skills, and interpersonal skills
- Highly outgoing, organized, and attentive to detail
- Ability to critically address problems and conflicts through mediation tactics
- Strong ability for staying on top of tasks
- Experience in a direct leadership position
- Experience with recruitment processes and best practices
- Self-motivated and strong ability for staying on top of tasks
- Small-scale event planning skills/experience is an asset

Please refer to the application form for instructions on how to apply.

Application deadline is April 24, 2022 at 11:59 pm.