

# INTERNAL RELATIONS COORDINATOR

## SFU HUMAN RESOURCES STUDENT ASSOCIATION

### Job Description

#### 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 innovative initiatives and events.

#### ROLE DESCRIPTION

The Internal Relations Coordinator assists with the administration of the day-to-day operations of HRSA. They carry out responsibilities in the functional areas of portfolio development, member relations, internal engagement, training and development, and recruitment.

**Reports to:** Hailey Shin — Vice President of Internal Relations

**Term:** October 2022 – April 2023

#### RESPONSIBILITIES

- Coordinate internal events for all HRSA members
- Coordinate and prepare the Portfolio Swap event for all the coordinators
- Facilitate monthly initiatives within HRSA to build a strong team culture
- Provide general administrative support
- Prepare and posting job advertisements, screening applications, and arranging interviews
- Assist with the day-to-day efficient operations of the organization
- Handle any internal conflicts between members
- Track the performance of members through surveys and periodic check-ins
- Attend mandatory weekly portfolio meetings and provide updates

#### QUALIFICATIONS

- Being able to effectively communicate professionally
- Committed to diversity and equality
- Effective problem solving
- Excellent interpersonal and written skills
- Strong organization and time management skills
- Demonstrate understanding of and commitment to maintaining strict confidentiality and privacy of information policies
- Please refer to the coordinator application form for instructions on how to apply.

**APPLICATION DEADLINE IS SEPTEMBER 23 AT 11:59 PM.**

