



Position: Human Resources Specialist Student

Term: Winter 2020 (January 6, 2020 – April 24, 2020)

About Us:

CENGN, Canada's Centre of Excellence in Next Generation Networks, drives technology innovation and industry growth through our test bed, technical expertise, talent development, and partner ecosystem.

CENGN's ecosystem includes top of industry businesses, including members Bell Canada, Cisco, EXFO, Huawei, Invest Ottawa, Juniper Networks, Mitel, Nokia, Ribbon Communications, Rogers, TELUS, and Wind River. CENGN also partners with the federal government through the Networks of Centres of Excellence (NCE) and the Ontario government through the Ontario Centres of Excellence (OCE).

Our members and partners are a crucial part of CENGN's operation, providing us with the technologies needed to execute projects, and the necessary funding to enable our service offerings to Canadian small and medium enterprises (SMEs).

By providing Canadian SMEs with the infrastructure and expertise required to test their products, these growing businesses can overcome commercialization barriers. CENGN provides SMEs with full support of the development, solidification, and exposure of their test projects.

CENGN also develops talent through co-op and internship opportunities as well as training offerings. Approximately 40 students complete internships annually to strengthen their knowledge and understanding of their position by tackling new and exciting challenges.

What We offer:

- An environment providing flexibility of working hours and location
- The reward of contributing to the Canadian ICT sector and helping to stimulate economic development
- The benefit of a small company in a modern setting with opportunities for growth
- The ability to work on real and impactful work that contributes directly to the company's success
- The freedom to share and execute your own ideas that are nurtured and encouraged
- The advantage of working with other students, full-time staff, and our executives who are all passionate about their individual contributions to CENGN
- Work in a consortium organization gaining exposure to the most innovative small business as well as the most well established telecom companies in Canada and the world
- The gain of working with cutting edge and relevant technology

For more information, visit www.cengn.ca

The Opportunity:

As a student, you will be reporting to the Director of Human Resources where you will support CENGN's growing workforce and internship program. You will work closely with CENGN's part-time co-op program coordinator to assist in the operations of the student program. This program has a major impact here at CENGN as students play an important role in helping the company achieve its mission. We want to ensure our organization is training the next generation of talent so CENGN students can make a significant impact in the industry after working with us. As the Human Resources Specialist Student, you are a key player in the success of this program.

Additionally, you will assist in the development and updates of internal policies while conducting research to keep current on employment best practices. You will also have the opportunity to attend external events concerning recruitment, networking with others in the industry, and supporting other team members. At the completion of the term, you will be able to communicate HR standards and practices with senior level staff.

This position involves participation in events which may require the student to be available outside normal working hours on a few occasions during the placement. Applicants should expect to be required to work irregular hours 1-3 times during the contract.

Key Responsibilities:

We are seeking a highly skilled and motivated individual for CENGN's Human Resources team.

- Coordinate the initiatives of CENGN's internship program
- Work with all departments to ensure the hiring of quality talent
- Schedule and participate in candidate interviews
- Offer recommendations to each hiring manager regarding candidate interviews
- Prepare and research reports, support letters and briefings as required
- Assist with personnel logistics maintaining strict confidentiality
- Provide support to the Executive Leadership Team and Human Resources department as required
- Assist Human Resources Director with recruiting initiatives
- Conduct research and analysis to assist with new projects and policies

Key Competencies/Qualifications:

- Ability to respond to a wide variety of issues with unclear situations and conflicting demands
- Ability to maintain confidentiality and handle sensitive information
- Solid judgement in setting priorities, identifying issues and determining action required
- Superior interpersonal, oral communication and relationship management skills
- Strong commitment to team environment dynamics and ability to thrive as a team member as well as independently
- Excellent organizational and time management skills
- Excellent business writing skills are a requirement
- Excellent with MS Office applications

Education:

- Post-secondary studies in Human Resources, Business or related discipline

Eligibility

Students who are enrolled or have graduated from post-secondary institution programs which provide the relevant background and aptitude to work and enhance their skills as per the requirements of CENGN's listed student postings will qualify for internships under this program.

- Students can be at the undergraduate level (current students) or graduate level (current masters and PhD students), or they may be recent undergraduate and master graduates within three years of graduation from an Ontario-based post-secondary institution
- The student must be eligible to work in Ontario and have employee status at the company for the duration of the internship (Canadian citizen, permanent resident, or on a work/student visa)
- The student may not apply with a company where there is any conflict of interest, including, but not limited to, a company where the student or relatives have any control as a major creditor or shareholder or governing board
- As a condition of employment and in accordance to CENGN's Code of Conduct Policy, all students must maintain a clean criminal record. CENGN engages a third party provider to verify student backgrounds prior to the start of the internship

Languages:

- English oral, reading and writing
- Competency in any other language could be considered an asset

Interested and qualified candidates are invited to forward their resume in confidence to CENGN by email to student-hr@cengn.ca. Please use "**Human Resources Specialist Student**" as the subject line.

CENGN reserves the right to remove this posting prior to the application deadline. CENGN thanks all applicants for their interest, however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.