Human Resources Assistant

Diploma

Program Objective

Human Resources Assistants hold a strategic place in every progressive organization. The Human Resources Assistant Diploma provides students with a foundation in this high-demand business field. The program provides students with comprehensive knowledge of current office and business skills including proficiency in Human Resource Management, Business Law and Ethics Microsoft applications and payroll.

Program Notes

Financial assistance may be available to qualified students.

Graduation requirements:
Students must achieve a 75% average to obtain a diploma.

Method of Delivery

Combination of:
- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Career Opportunities

Graduates of this program are prepared for a variety of entry-level roles in the Human Resources department, such as: human resources assistant, personnel assistant, staffing assistant, training clerk, employment clerk, and labour relations clerk.

Duties and Responsibilities
- Administering day-to-day HR functions
- Process and verify documentation relating to staffing, recruitment, performance evaluations etc.
- Maintain and update employee information
- Provide information via the phone, email and postal mail to employees regarding personnel matters
- Responsible for posting jobs and initial screening
- Administer and score employment tests
- Arrange for in-house and external training activities

Personal Attributes Required
- Reliable, well organized, adaptable and detailed
- Effective Time Management Skills
- Use good listening skills and be tactful
- Self-directed and team-oriented
- Employ creative problem-solving skills

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions and meet the minimum standards set for the campus by their governing body.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Competencies upon Completion

Core Business and Office Courses

- Word Processing
  Intermediate level of proficiency in Microsoft Word
- Spreadsheets
  Intermediate level of proficiency in Microsoft Excel
- Data Management
  Basic level of proficiency in Microsoft Access,
- Office Skills
  Basic level of proficiency Microsoft Outlook
- Business Skills
  Business Correspondence Level 1, Human Resource Management, Business Law and Ethics, Typing Level 1, 2 and 3, Office Procedures, Windows Level 1, Grammar Essentials, Business Verbal Communication, Payroll Compliance Legislation
- Job Readiness/Employability Skills
  Job Search and Resume Writing, Thought Patterns for High Performance, Workplace Success/Intrapreneurship

Academy of Learning
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