

Business Administration – Human Resources (Co-op)



Benefits of hiring a Niagara College Co-op student

NEW TALENT | STAFF COVERAGE | PEAK SEASON | SPECIAL PROJECTS

Three-year business program focused on human capital and organizational development best practices.

Student Competencies:

- Demonstrate a general knowledge of various aspects of business including operations management, marketing, international business, accounting, economics, business law and organizational behaviour
- Assist in the recruitment and selection process by screening applicants, interviewing and reference checking
- Assist in the design, development and delivery of training and orientation programs
- Collect, maintain and report HR data and metrics using digital applications
- Intermediate and advanced skills in MS Word, PowerPoint, Excel and Outlook
- Written and oral business communication skills
- Knowledge of Canadian employment laws, health and safety requirements and legislation

Our students have enhanced organizations in these areas:

- Compensation/Benefits
- Contract Development
- Employee Relations
- Employment Counselling
- Employment Legislations
- Health and Safety
- HR Information Systems
- HR Coordination
- Payroll
- Talent Acquisition
- Training and Development

Academic & Co-op Work Schedule			
Year	Fall Term	Winter Term	Spring Term
1	Study	Study	Open
2	Study	Study	Work
3	Study	Study	

Co-op work term requirement is 450 hours.

Post your employment opportunities at mycareer.niagaracollege.ca

Career Services

For information about hiring,
please contact us at:

905-641-2252 ext. 4165
nccareerservices@niagaracollege.ca

Ask us about the
(up to)

\$3,000

**Co-op
Education
Tax Credit**