

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 marketing, information systems, operations management, international business, economics and accounting
- › 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



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**