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# Example of HR Student Job Description

Our company is looking for a HR student. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR student

* Coordination and administrative support of our global employee opinion survey and regular validation of the success of implemented education programs
* Prepare communication materials in collaboration with IT Communications using the best channels for information distribution
* Support a service center environment by performing a variety of administrative duties and projects
* Help attract, hire, develop and retain the best talent to ensure that the center has the right resources in place to deliver the GBS strategy
* Help design, develop and deliver HR and People-related initiatives
* Support the Functional HR priorities, such as career development events
* Build a high performing organization where employees have meaningful work
* Produce monthly and weekly PowerPoint reports to the HR Leadership Team on ongoing projects, tender activity
* Support with market survey activities, such as establishing local content requirements, crew availability, salary benchmarks, Union agreements
* Independently manage monthly HR reporting

## Qualifications for HR student

* Good communication skills (ability to interact with employees of all levels)
* Knowledge Management (Maintain Knowledge Management tools for CF A, Alumni Network)
* Prepare Powerpoint presentations for management meetings
* Support with administrative tasks candidate management or inbox management
* Prepare & retrieve content for social media platforms (SSN, CF A Connect and LinkedIn) and manage the upkeep of the project pipeline for online posts
* Support in the development of new marketing and communication initiatives