



Business Administration Human Resource Management

Students choosing the Advanced Diploma program in the Human Resource Management are seeking Co-op work terms where they can apply their academics and competencies in the human resource management field.

Human Resources Management Specific Courses

Courses in the program are designed to prepare students in the knowledge examination for the Certified Human Resource Professional (CHRP) designation. Students will have a solid understanding of the functions and strategic role of human resources management.

Prior to the workterm, students will complete courses in various related courses including Human Resource Management Foundations and at least two of the following courses: Compensation and Benefits, Human Resource Development, Industrial Relations or Recruitment and Selection.



Typical Duties

Typical duties performed by Human Resource Management students:

- analyze a business enterprise and assist in identifying suitable human resource requirements
- assist in designing and implementing strategic training plans and development programs
- assist in the preparation of job descriptions
- provide assistance in recruitment and hiring of new employees
- assist in new employee orientation and placement

What is Co-operative Education?

Co-operative Education combines classroom study with periods of related work experience. Students alternate between academic studies and paid employment with co-operating employers in business, industry and government.

Students are eager to work hard, learn and contribute their knowledge and skills to the success of your organization. They require an orientation to the position, regular supervision, and some guided performance feedback at the mid and end points of the work term. A Co-op Coordinator will meet with you and the student during the work term.

How will my Organization Benefit?

- Prescreened job applicants
- Motivated employees
- A tool to recruit future employees
- Cost effective hiring
- Temporary staff
- Special skills
- Flexible staffing for special projects
- Responsive to employers' needs

Education that works!

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Typical Duties (cont'd)

- assist in administering compensation and benefit programs
- provide assistance in preparation for collective bargaining
- provide support in maintaining human resource information systems
- identifying and assessing employee/co-worker needs
- apply consulting behaviors to assist other departments solve problems, make decisions and operate as self-managed teams
- accomplish tasks in many other facets of human resources, including safety, employment equity, wellness, diversity management, etc
- interact effectively in a positive service oriented manner

Year	Sep – Dec	Jan – Apr	May – Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Work Term 2	Academic Term 4

**Education
that
works!**

**Get
involved!**

Contact the Co-op Staff

PHONE (250) 370-4100
A member of the Co-op staff will assist you to determine your Co-op needs, answer any questions you may have, and work with you to develop a job description for posting. Employers set the salary for Co-op students based on fair market wage.

We Post, then you Interview

Your job description will be posted for all qualified Co-op students in the appropriate program(s). At the end of the posting period, (typically one week), the Co-op staff will forward the resumes of interested students to you. When you have shortlisted the applicants, the Co-op staff will arrange an interview schedule to suit your needs. Interview space is available on campus for your convenience.

Select a Co-op Student

If you find a suitable candidate for the position you have posted, the Co-op staff will assist you in extending an offer of employment and confirming details and conditions of the position.

“Having a Co-op student was a great way for us to stay in touch with what students are learning in the Human Resources program at Camosun, and it provided us with well-trained, short term assistance just when we needed it. The academic preparation meant that our student could jump right in and add value from day one, and his motivation to learn and contribute was wonderful. Hiring a co-op student was a great investment for us.”

– Sarah Hood, Senior Human Resources Advisor, Camosun College, Victoria, BC

“Having worked with students for over 20 years I must once again compliment your program. Over the years, the students from the Co-op program at Camosun have been a joy to work with because of their maturity, enthusiasm and drive.”

– Brent Warner, Ministry of Agriculture, Food and Fisheries, Victoria, BC

“We fully support the co-op program. The students are well prepared and it is a win-win opportunity for both student and employer.”

– Gail Boucher, Ministry of Sustainable Resource Management, Victoria, BC

Contact Information

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