



CAREER PROFILES

Human Resources Professionals:

Human Resources Professionals develop, implement, and evaluate human resources and labour relations policies, programs, and procedures and advise managers and employers on human resources matters. Human Resources Professionals help businesses and organizations develop and manage human resources programs.

Wage/Salary Information:

\$53,500 is the median annual salary found in local job-postings.

\$33.89/hour is the median wage reported locally.

Commonly Listed Skills in Job Postings:

- Oral and written communication
- Microsoft Office
- Marketing
- Detail oriented
- Creativity
- Management
- Time management
- Self-motivated
- Bilingual
- Organizational skills
- Work independently
- Teamwork
- Problem solving
- Presentation
- Interpersonal
- Negotiation
- Analytical
- Customer service oriented
- Leadership
- Computer use

Job Duties:

Human Resource Professionals plan, develop, implement, and evaluate human resources and labour relations strategies including policies, programs, and procedures to address an organization's human resource requirements. Human Resource Professionals advise managers and employees on the interpretation of human resource policies, compensation, and benefit programs and collective agreements. They negotiate collective agreements on behalf of

employers or workers, mediate labour disputes and grievances, and provide advice on employee and labour relations. Human Resource Professionals also manage programs and maintain human resources information and related records systems and hire and oversee training of staff.

Working Conditions:

Human Resources Professionals generally work a standard five-day workweek, with a minimum of 40 hours per week.

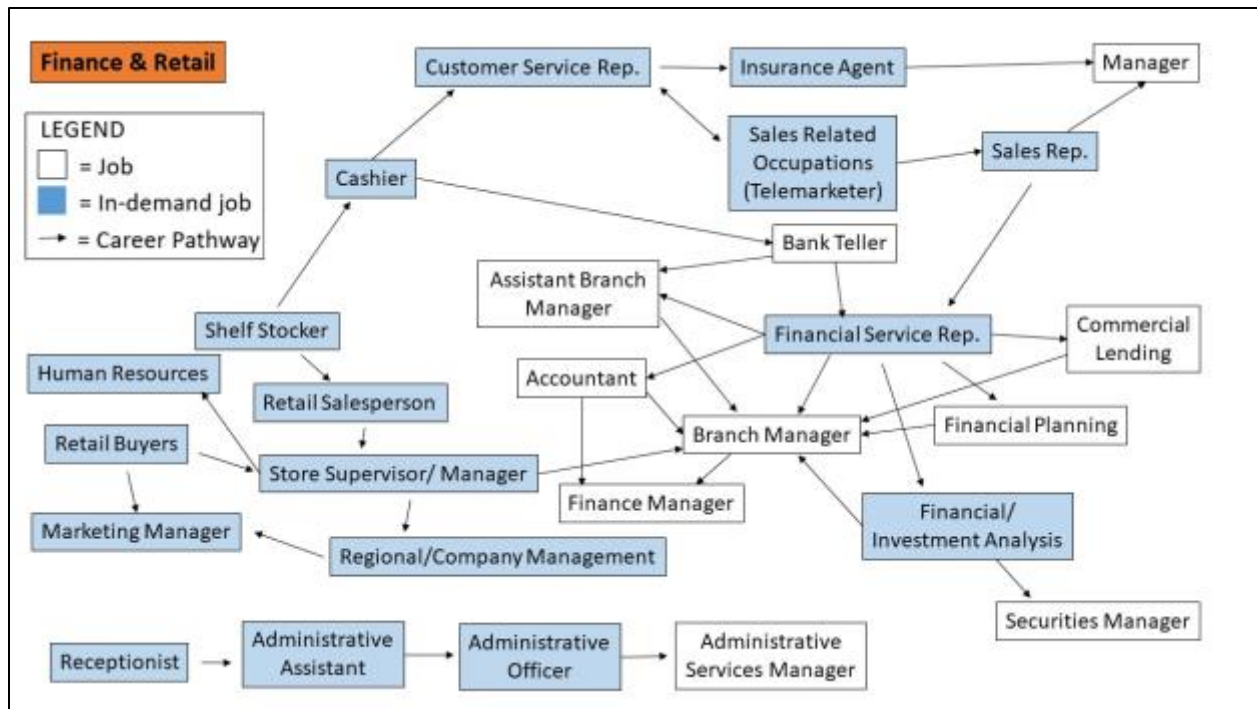
Workers are prone to back and neck injury and eye strain from using computers for extended periods of time.

Career Pathways:

The role of a Human Resources Professional can vary depending on the size of the organization. For example, the bigger the company an individual works for, the more employees they will have, and the larger the human resources function needs to be. If you work for a large company, it is likely that you will develop specialized skills, such as recruitment or staff training, whereas if you work for a smaller company, your responsibilities may cover a broader spectrum.

Human Resources Professionals are employed throughout the private and public sectors, or they may be self-employed. Below are potential career paths for Human Resources Professionals:

- Business Agent, Labour Organization
- Classification Officer- Human Resources
- Classification Specialist
- Compensation Research Analyst
- Conciliator
- Consultant, Human Resources
- Employee Relations Officer
- Employment Equity Officer
- Human Resources Research Officer
- Job Analyst
- Labour Relations Officer
- Mediator
- Union Representative
- Wage Analyst



Education and Training Pathways:

If you're interested in becoming a Human Resources Professional, you can acquire training/education locally at any of the following institutions.

College Boreal:

Business

Admission/Eligibility Requirements:

- OSSD, ACE certificate, or its equivalent in another province, or adult student status
- 1 French credit: FRA4C, FRA4U, or equivalent
- 1 mathematics credit: MCR3U, MCF3M, MAP4C, MCT4C, or equivalent

Academic Credential: Ontario College Diploma

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 4 semesters

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/business/>

Human Resources Management

Admission/Eligibility Requirements:

- College diploma (2 or 3 years) or equivalent OR
- Bachelor's Degree

Academic Credential: Graduate Certificate

Attendance: Distance Education

Full-time or Part-time: Full time

Program Length: 3 semesters

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: Online

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/human-resources-management-graduate-certificate/>

St. Clair College:

Business Administration – Human Resources

Admission/Eligibility Requirements: OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

Academic Credential: Three Year - Ontario College Advanced Diploma

Professional Certification: Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 3 years

Program Cycle: Unknown

Program Cost:

- Year 1: \$3,941.61
- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

OSAP Eligible: Yes

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/busadmin_hr/

Business Administration – International**Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

Academic Credential: Three Year - Ontario College Advanced Diploma

Professional Certification: Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 3 years

Program Cycle: Unknown

Program Cost:

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

OSAP Eligible: Yes

Location: 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/busadmin_international/

Business Administration – Marketing

Admission/Eligibility Requirements:

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

Academic Credential: Three Year - Ontario College Advanced Diploma

Professional Certification: Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 3 years

Program Cycle: Unknown

Program Cost:

- Year 1: \$3,941.61
- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

OSAP Eligible: Yes

Location: 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/busadmin_marketing/

triOS College:

Business Administration**Admission/Eligibility Requirements:**

- High School Graduation Diploma or Mature Student Status
- In addition, an entrance assessment must be successfully passed

Academic Credential: Business Administration Diploma

Professional Certification: Unknown

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 34 weeks (850 hours)

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=DiplomainBusinessAdministration>

[University of Windsor:](#)

Business Administration

Admission Requirements:

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

Academic Credential: Degree - Bachelor of Commerce

Professional Certification: Opportunity for Information Systems Concentration and Certificate

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 4 years

Program Cycle: Intake for Fall, Winter, Summer

Program Cost: *\$10867.86

OSAP Eligible: Yes

Location: 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://odette.uwindsor.ca/programs-available>

Business Administration and Computer Science

Admission Requirements:

- Mean Admissions Average: 83%

- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average
- (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

Academic Credential: Degree - Bachelor of Commerce

Professional Certification: Opportunity to Concentrate and receive Certificate in Marketing, Human Resources Management, Finance, Accounting, and Information Systems

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 4 years

Program Cycle: Intake for Fall, Winter, Summer

Program Cost: *\$10867.86

OSAP Eligible: Yes

Location: 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://www.uwindsor.ca/studentrecruitment/333/business-administration-honours-and-computer-science-optional-co-op>

Business Administration and Economics

Admission Requirements:

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average
- (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

Academic Credential: Degree - Bachelor of Commerce

Professional Certification: Opportunity to Concentrate and receive Certificate in Marketing, Human Resources Management, Finance, Accounting, and Information Systems

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 4 years

Program Cycle: Intake for Fall, Winter, Summer

Program Cost: *\$10867.86

OSAP Eligible: Yes

Location: 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://odette.uwindsor.ca/programs-available>

***Disclaimer:** The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to info@workforcewindsorsex.com.*