

Career opportunity

Location: Calgary

Position: Student, Human Resources

Type: Student, May to December 2026

Division: Corporate Services

What we do

The Alberta Utilities Commission is an independent, quasi-judicial agency of the province of Alberta. The AUC is responsible to ensure that the delivery of Alberta's utility service takes place in a manner that is fair, responsible and in the public interest.

We regulate investor-owned natural gas, electric and water utilities and certain municipally owned electric utilities to ensure that customers receive safe and reliable service at just and reasonable rates. The AUC ensures that electric facilities are built, operated and decommissioned in an efficient and environmentally responsible way. The AUC also provides regulatory oversight of issues related to the development and operation of the wholesale electricity market in Alberta as well as the retail gas and electricity markets in the province.

The ideal candidate

As an HR student, you will gain valuable practical experience by providing administrative and operational support across core HR functions, including, compensation, benefits, HRIS administration and recruitment. You will also contribute to HR projects, applying sound judgment, problem-solving skills, and a high level of confidentiality and integrity. This position is expected to run from May-December 2026.

Key responsibilities

- Draft various employee lifecycle letters, emails and other communication as required.
- Assist with recruitment and onboarding activities as needed, including writing job postings, scheduling interviews, completing reference checks, preparing new hire packages and participating in orientation sessions.
- Research and assist in updating HR policies and procedures to ensure compliance with employment standards and best practices.
- Support benefits administration and HRIS initiatives.

- Participate in various compensation and benefits market surveys.
- Assist with the management of our Employee Family Assistance program.
- Running periodic reports and analysis on an ad-hoc basis.
- Provide input on process improvement and enhancements.
- Provide general administrative and project assistance to the HR team as needed.

Qualifications

- Enrolled in a bachelor's degree program in Human Resources, or related field. You do not have to be enrolled in your institution's coop program to be eligible.
- Excellent written and verbal communication skills.
- Excellent time-management skills and ability to handle multiple responsibilities at the same time.
- Strong MS Office skills and attention to detail.
- Ability to work with minimal supervision in a collaborative hybrid environment.
- Legally authorized to work in Canada full-time for the duration of the work-term and able to produce documentation upon application (e.g. work permit).
- Must be returning to full-time studies after the student term.

Why the AUC is a great place to work

- Fair compensation.
- Paid office closure days.
- Hybrid work model.
- Work-life integration.
- Collaborative work environment.

How to apply

Please send your resume and a copy of your unofficial transcript to opportunities@auc.ab.ca and include your name in the subject line. Applications will be accepted until **March 1, 2026**.

We thank everyone who applies for their interest in the AUC. Please be advised that we will only be contacting those applicants who we will be scheduling for an interview.

The AUC is proud to be an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for everyone.