

Gradworks Internship Number: 422

Company Name: ISC
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: May 7, 2009 by 4:00 PM
Start Date: June 16, 2009
End Date: June 15, 2010

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Internship Information – Research Analyst

Reporting to the EPMO Project Management Consultant, this individual will gain experience in creating benefits realization methodologies and resource allocation plans. The successful candidate will work in a team oriented and supportive work environment that will position him/her for success in their project management career.

Responsibilities:

- Assist in the research and establishment of benefits realization methodology, which will be prepared within required timelines and standards.
- Conduct research to establish a resource allocation process for ISC.
- In addition to research, the successful incumbent will create a report model that will track assignment and utilization of all project resources.
- Update the CPMC Decision Log
- Assist with Corporate Planning
- Compile monthly status reports for the Prioritized Investment Portfolio

Qualifications:

- Must possess a degree in Business Administration/Commerce or degree related to business research and process methodology.
- Communication – Communicate clearly both written and orally and ask questions to clarify what is expressed;
- Customer Service –Take personal responsibility by sharing relevant information to support customers and maintain clear communication with customers;
- Flexibility – Model flexibility by managing multiple activities, aspects or work and priorities to ensure efficiency and effectiveness;
- Results Driven – Take action to meet standards by following up on assignments to ensure successful completion and accept responsibility for meeting targets;
- Teamwork and Relationships – Initiate team efforts by keeping people informed & up-to-date and sharing relevant information; and,
- Information Seeking – Has a systematic way of gathering and recording research information, data, or feedback over a limited period of time.

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women. Preference will be given to people of **Aboriginal ancestry and visible minority persons who self declare in their application** and qualify for the position

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references. **Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

Contact Information:

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