

Gradworks Internship Number: 425

Company Name: SaskPower
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 – Communication Services Coordinator (Market Research)

The Market Research and Analysis (MR&A) department at SaskPower partners with internal clients to develop and manage research initiatives that provide accurate, relevant and timely information to support strategic decision making and continuous improvement. As a member of the MR&A team you will support customer focused research initiatives including, but not limited to: setting objectives, methodology, sample selection, questionnaire design, selecting research supplier, managing data collection, analysis, reporting, recommendations, communication planning and delivery.

Responsibilities:

- Prepare internal reports, presentations and web site content to communicate the results of various research projects
- Conduct secondary research to support new and existing projects
- Assist Senior Research Analysts with research design, data collection and statistical analysis
- Review, edit and perform quality control tests on reports prepared by external consultants
- Assist in the continued development and documentation of research policies, procedures and standards for SaskPower
- Work with internal clients to design and implement an internal customer satisfaction program
- Participate in team meetings, corporate seminars and events and professional development opportunities

Qualifications:

- Bachelor of Business Administration or Commerce, major in Marketing; Bachelor or Diploma in Mathematical sciences
- In addition to Business Statistics Level I and II, applicants should have also completed at least one upper level statistical class, such as Bus 413 or Comm 357
- Working knowledge of market research principles and methodologies
- Demonstrated knowledge of the Statistical Package for Social Science (SPSS) to perform analysis of research data
- Demonstrated ability to translate technical information into plain language
- Strong written and verbal communication skills
- Experience writing reports and recommendations for decision makers
- Demonstrated attention to detail
- Strong project management skills

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.

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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