

Gradworks Internship Number: 427

Company Name: SaskTel
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: July 9, 2009 by 4:00 PM
Start Date: August 17, 2009
End Date: August 16, 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 – Planner – Technology Standards

The incumbent will be responsible for providing technical leadership and execution for the Standard Operating Environment (SOE) through inventorying and updating the SOE database. This includes, but is not limited to, confirming and investigating each technical product's name, version, product description/information and determining the product's business and technology owner.

Responsibilities:

- Update and converting the existing SOE database into the new system.
- Conduct a thorough and accurate inventory of the IT environment and ensure information is accurately reflected in new SOE system.
- Effectively manage the SOE Refresh Project which includes scheduling and reporting. Project reporting will include preparing a project plan & schedule, written and verbal status reports and presentations to management.
- Effectively work on other assigned technology planning initiatives including conducting on-line research & investigation of technologies and preparing written reports and presentations summarizing the results of the investigation.

Qualifications:

- Computer Science Degree or Diploma is required.
- Strong planning, analytical, organizational and research skills.
- Good communication skills both verbal and written.
- Ability to work independently.
- Experience in project management is an asset.
- Previous leadership skills an asset.

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:

Toll free (877) 789-4723
Phone (306) 787-3639
Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca