

Gradworks Internship Number: 432

Company Name: SaskTel
Location: Saskatoon
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 – Assistant Project Manager

The intern will be responsible for overseeing a large project that hopes to create a World Class Campaign Management team at SaskTel. With this project, the intern will be responsible for project managing this project ensuring all key players are involved and delivering results on deadlines, and ensuring the overall project is following timelines.

Responsibilities:

- Responsible for overseeing a large project that hopes to create a World Class Campaign Management team at SaskTel
- Hold status meetings to get results from the group
- Lead the group to ensure everyone is delivering results and meeting deadlines
- Raise flags if deadlines are in jeopardy or if the group is having difficulty
- Required to attend meetings and work closely with their coach providing updates and recommendations

Qualifications:

- Minimum education is a University degree in English/Journalism or Business Administration
- Require Project Management Skills
- Able to develop User Documentation
- Experience with various Microsoft Applications such as Word, Excel, and Powerpoint
- Experience with Visio (or some type of process flow application) is 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:

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