

Gradworks Internship Number: 451

Company Name: SaskEnergy
Location: Saskatoon
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 – Assistant Training Coordinator

Responsibilities:

- Prepare and coordinate the development of the relevant training materials, course outlines, curriculum design practicum, and course evaluations ensuring requirements are met in a timely, effective and efficient manner.
- Evaluate, design, and update training materials, curriculums, methodology, and presentations ensuring the desired results are attained in an effective and efficient manner.
- Conduct training needs analysis and job analysis in order to identify the specific requirements and the basis of program design.
- Conduct cost/benefit analysis ensuring training initiatives, actions, and objectives are relevant, effective, and efficient.
- Maintain effective relationships with external agencies, vendors, and institutions to ensure quality training.
- Work on administration and development of material for formal training packages and E-learning material will provide comprehensive exposure to the intern in areas of corporate education.

Qualifications:

Certificate or Diploma in Adult Education or Business Administration/Commerce. A Degree in Arts will also be considered.

- Demonstrated innovative and creative ability.
- Excellent written, oral, and group communication skills.
- Strong organizational skills with demonstrated ability to effectively prioritize multi-tasks.
- Proven ability in problem analysis with the ability to focus on details and provide alternative solutions to resolve the problem.
- Demonstrated computer skills including use of word processing, spreadsheet, and database applications.
- Frequent travel is required including overnight stays.

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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Website: www.gradworks.ca