

**Gradworks Internship Number: 455**

Company Name: SOCO – Innovation Place  
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 – IT Analyst**

Saskatchewan Opportunities Corporation owns and operates Innovation Place, one of the most rapidly growing, and most successful, university related research parks in North America, along with the Regina Research Park and the Saskatchewan Forest Centre in Prince Albert. Innovation Place is adjacent to the University of Saskatchewan and builds on the strengths of the University in agriculture, information technologies, resources and the life sciences, as well as the strengths of the Federal and provincial agencies either in or immediately adjacent to Innovation Place. The Regina Research Park is adjacent to the University of Regina. SOCO's role is to supply facilities, on a commercial basis, to support the research and development community in Saskatchewan.

**Responsibilities:**

- Internal Desktop Support (70%): Provide troubleshooting support for corporate users; Monitor and escalate requests as required; Interact with and assist other Innovation Place divisions as required.
- Installations (15%): Setup and install new workstations, printers, and software as assigned; Configure, maintain, and repair installed equipment as needed.
- Administrative Responsibilities (15%): Acknowledge and record all incidents and requests; Create and maintain documentation for users, incident reporting and all other IT activities

**Qualifications:**

Post secondary education in Computer Information Sciences or related with a focus on infrastructure (desktop, server, networking).

- Good understanding of installation and troubleshooting of MS Windows XP/Office.
- Basic understanding and operation of Mac platform.
- Good understanding of IP-based network configuration and troubleshooting.
- Ability to work well under pressure.
- A strong sense of responsibility and initiative and an ability to complete tasks accurately.
- Ability to work in a team environment and independently.
- Excellent verbal and written communication skills.
- Ability to work occasionally after hours.
- Some physical lifting required.

**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](http://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  
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