

**Gradworks Internship Number: 457**

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 – Administrator -Corporate Program Management Office (CPMO)**

The Administrative Support for the CPMO is accountable for the effective, efficient, and confidential support of the Corporate Project Management Office team. Provides and enables clear, accurate and detailed CPMO reporting to senior and executive levels of management to facilitate decision making on corporate programs/projects. Administer professional and standardized project document compilations; project management software tools; and processes; in consultation with the Corporate Project Management managerial team. Creates and customizes functions, methods, processes and templates to evolve the Corporate Program/Project management methodologies in collaboration with the Corporate Project Management managerial team. Guides, supports and assists cross departmental clients with Corporate Project Management Office (CMPO) practices and procedures. Provides Corporate Project Managers with administrative support to enabling them to complete leadership activities to complete efficient project delivery. Providing corporate programs/projects with monitoring and controlling support required to meet triple constraints of time, scope and budget.

**Responsibilities:**

- Maintains up to date register of regular meeting minutes and actions (core team, steering team, management team, etc.).
- Tracks and pays all vendor invoices.
- Administers change request documentation and repository of formal authorizations (both internal and with vendor).
- Maintains end to end project schedule (in MS Project and / or other tools) and progress dashboard.
- Updates monthly project end budget expectancy to reflect current view of actual sunk and estimated remaining cost.
- Prime for project logistics including meetings, rooms, web ex, Conference Bridge, etc.
- Participates in development of regular status reports.
- Amalgamates and distributes process and requirements deliverable updates.
- Administers the project library.
- Participates in ad hoc meetings and the development of ad hoc deliverables (reports, presentations, etc.) as required.

**Qualifications:**

Degree in Administration, English, Education or related disciplines (with at least 2 post secondary classes in writing composition) or Certificate in Business Administration (with at least 2 post secondary classes in writing composition) with 1 year experience conducting research or project administration

- Thorough knowledge of personal computers and software applications related to administration and Project Management, specifically MS Word, MS Project, Excel and MS PowerPoint.
- Proficiency in written communications; demonstrated ability to write clear, concise project memos, reports and presentations.
- Demonstrated ability to analyze data to determine trends and situations relevant to the time and cost.
- Good organizational skills in order to set priorities and to meet project deadlines and client demands.
- Plans, organizes and prioritizes multiple responsibilities in a self-directed environment; balances demands for immediate assistance, while maintaining focus on project priorities.
- Requires flexibility to work in a continually changing environment; constantly working to deadlines,
- Willingness to stay abreast of rapid technological change (related to projects and project tools).
- Understanding of database layout and functionality an asset, i.e. Lotus Notes Lessons Learned, Problem Tracking System.
- Extra work outside business hours may be required in order to meet project deadlines/ client demands.



**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

Phone (306) 787-3639

Email: [gradworks@cicorp.sk.ca](mailto:gradworks@cicorp.sk.ca)

Website: [www.gradworks.ca](http://www.gradworks.ca)