

**Gradworks Internship Number: 465**

Company Name: STC
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: October 26, 2009 by 4:00 PM
Start Date: November 16, 2009
End Date: November 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 – STC Policy Analyst**Responsibilities:**

The successful candidate will be involved in the following projects that fall within the responsibility areas of Business Development and Tariffs and Scheduling within Customer Services and Operations:

- Policy and procedures development/documentation for Customer Services and Operations.
- Development and/or updating of manuals such as standard operating procedures (SOP) manuals.
- Assisting in marketing research and analysis.
- Communications with STC's agent network.
- Participation in the development and implementation of marketing strategies.
- Updating of passenger route schedules and input into schedule guides such as Russell's Guide.
- Assisting with the preparation and submission of documentation necessary for route changes.
- Co-ordination and supervision of summer student activities.

The responsibilities will vary from project to project. The primary focus will be in the area of policy development and documentation, where they will have primary responsibility for the policies they are writing. In other projects, they will be part of a Business Development or Customer Services and Operation team responsible for a particular project. The involvement in some of the above-noted projects will be ongoing throughout the term of the Internship. The other projects will be more short-term in nature. In either case, the intent will be to utilize their expertise and skills while providing the opportunity for meaningful and relevant experience that will be important to the career development.

Qualifications:

Post-secondary level education in Business Administration/Commerce with emphasis on policy development

- General knowledge of the transportation industry would be a definite asset.
- Strong analytical and research skills.
- Excellent communication skills — interpersonal, written, and verbal.
- Ability to work within a team-based environment.
- Flexibility
- Customer service and results oriented

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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