

**Gradworks Internship Number: 466**

Company Name: STC  
Location: Saskatoon  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: September 10, 2009 by 4:00 PM  
Start Date: October 16, 2009  
End Date: October 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 Maintenance Assistant**

**Responsibilities:**

- The successful incumbent will be involved in the following projects that fall within the responsibility areas of the Maintenance Department:
  - Policy and procedures development/documentation for Maintenance in accordance with CEO/CFO certification.
  - Development and/or updating of manuals such as standard operating procedures (SOP).
  - Inventory — this will include preliminary work of setting up inventory of tires, including purchase costs, retreading cost, mileage of each tire being installed, etc.
  - Assisting in research and analysis.
- The responsibilities will vary from project to project. The primary focus will be in 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 Maintenance 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 career development.

**Qualifications:**

Post-secondary level education in Business Administration with a major or emphasis on policy development and the following competencies:

- 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](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:**

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