

Gradworks Internship Number: 469

Company Name: CIC
Location: Regina
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 – CIC Research Analyst

Responsibilities:

This internship opportunity would provide support to the CIC Finance & Administration Division through a wide variety of projects, such as:

- Assist with financial reporting through collecting, analyzing and compiling information for quarterly and annual report preparation;
- Review and provide recommendations for improving the quarterly reporting process and its Documentation;
- Create an inventory of current and proposed environmental initiatives in the Crown sector;
- Lead specific research on CIC's Environmental Stewardship program to advance initiatives to approval and implementation stage;
- Research best practices on environmental performance measures for presentation to Crown sector;
- Review the Conference Board of Canada's leading practices in preparation of annual reports and make recommendations for improvements to CIC's annual report;
- Provide support to the Performance Management and Financial Analysis Unit during the planning and preparation of Performance Management Day;
- Provide support to the Corporate Planning Unit in the delivery of planning forums for various stakeholders throughout the year (Crown Executive Conference, CIC Executive Retreat, CIC Board Planning and CIC Staff Forums);
- Assist in providing interpretation and dissemination of strategic shareholder direction by researching and analyzing key government directives and programs as they relate to the Crown sector, including the review of subsidiary Crown Strategic Plans for alignment with shareholder direction;
- Other corporate projects as required.

Qualifications:

Bachelor's Degree in Business Administration/Commerce with a focus on Accounting or Finance. Knowledge of the workings of, or prior temporary work experience with CIC Crown corporations may be an asset and will be considered.

- Strong organizational and research skills with an ability to work with minimal supervision
- Excellent interpersonal and communications skills (written and verbal)
- Excellent computer skills, including proficiency in Microsoft Office
- A flexible, cooperative team player who is able to work effectively with others

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:

Toll free (877) 789-4723
Phone (306) 787-3639
Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca